

**Board of Trustees
Full Board Meeting
April 23, 2026**

UWF Holiday Regulation 2.028

Recommended Action:

Approve revisions to UWF/REG-2.028, University Holidays.

Background Information:

The UWF holiday regulation was established in 2003 and has been revised several times throughout the regulation's history at UWF. This revision expands the number of holidays afforded to eligible employees (Spring Break Holiday, Thanksgiving Holiday, and Winter Holiday). It also defines holiday hours for dispatchers in the UWF Police Department.

Implementation Plan:

Once the holiday regulation is approved by the Board of Trustees, the regulation will be sent to the President for his signature. When the signature is obtained, the revised holiday regulation will be posted to the UWF policies website and announced via Human Resources Bulletin in May 2026.

Fiscal Implications:

None

Relevant Authority:

Florida Board of Governors Regulation 1.001, University Board of Trustees Powers and Duties

Supports Strategic Direction(s):

Strategic Direction 2: Employee Success

Documents:

1. UWF/REG-2.028, University Holidays red-lined version
2. UWF/REG-2.028, University Holidays clean version

Prepared by:

Jamie C Sprague, Sr. Associate Vice President/CHRO, jsprague@uwf.edu

Presenter:

Jamie C Sprague, Sr. Associate Vice President/CHRO



Number: UWF/REG-2.028
Title: University Holidays
Responsible
Department: Human Resources

I. General Statement:

The University of West Florida (“University”) recognizes certain days of the year as paid holidays for employees. Full-time leave accruing employees are entitled to eight (8) hours of ~~H~~oliday pay for each holiday. Part-time leave accruing employees are entitled to a pro-rated amount based on their Full-Time Equivalent (FTE) each holiday. Other Personnel Service (OPS) employees are compensated only for hours of work and are not eligible for ~~H~~oliday pay. Collective Bargaining Agreements may provide for different accruals of leave time based on rank or role at the University.

University of West Florida Police Department (“UPD”) personnel below the rank of Lieutenant are entitled to up to twelve (12) hours of ~~H~~oliday pay for each holiday not worked based on the individual’s schedule. This includes the ~~Police Department~~ UPD communications personnel (dispatchers).

II. Observed Holidays

A. The University observes the following paid holidays:

1. New Year’s Day - January 1
- ~~2.~~ Birthday of Martin Luther King, Jr. - third Monday in January
- ~~2.3.~~ Spring Break Holiday – dates will be determined each year and correspond with the academic year.
- ~~3.4.~~ Memorial Day - last Monday in May
- ~~4.5.~~ Juneteenth - June 19
- ~~5.6.~~ Independence Day - July 4
- ~~6.7.~~ Labor Day - first Monday in September
- ~~7.8.~~ Veterans’ Day - November 11
- ~~8.9.~~ Thanksgiving ~~Day~~ Holiday - dates will be determined each year. The Thanksgiving Holiday will be the Monday-Friday that includes the Thursday of Thanksgiving.
- ~~9.~~ Friday after Thanksgiving
10. Christmas Day - December 25
11. Winter Holiday ~~—~~ dates will be determined each year. all regularly scheduled workdays beginning December 24 and continuing through January 1. The Winter Holiday will normally consist of no less than ten (10) regularly scheduled

workdays to encompass that include December 24, December 25, and January 1 of the following year.

- B. The president may designate additional holidays as appropriate for operational efficiencies.
- C. If any holiday listed in subsections 1-1~~10-7~~ of Section II.A. falls on a Saturday, the Friday preceding that holiday shall be observed as a holiday. If any holiday listed in subsections 1-1~~10-7~~ of Section II.A. falls on a Sunday, the Monday following that holiday shall be observed as a holiday.
- D. Saturday and Sunday during Winter Holiday will be considered a workday if it is the employee's regularly scheduled workday.

Effective Date: ~~12/15/2022~~[date]

Authority: Florida Board of Governors Regulation 1.001, University Board of Trustees Powers and Duties~~18.002~~

History: Formerly FAC Rule 6C6-2.028 adopted 10/20/2003; Converted to UWF/REG-2.028 on 7/21/2005; amended 12/10/2015, 3/23/2017, ~~and~~ 12/15/22, and [date]

Last review: ~~12/15/2022~~ DATE



Number: UWF/REG-2.028
Title: University Holidays
Responsible
Department: Human Resources

I. General Statement:

The University recognizes certain days of the year as paid holidays for employees. Full-time leave accruing employees are entitled to eight (8) hours of Holiday pay for each holiday. Part-time leave accruing employees are entitled to a pro-rated amount based on their FTE each holiday. OPS employees are compensated only for hours of work and are not eligible for Holiday pay. Collective Bargaining Agreements may provide for different accruals of leave time based on rank or role at the University.

UWF Police Department personnel below the rank of Lieutenant are entitled to up to twelve (12) hours of Holiday pay for each holiday not worked based on the individual's schedule. This includes the Police Department communications personnel (dispatchers).

II. Observed Holidays

A. The University observes the following paid holidays:

1. New Year's Day - January 1
2. Birthday of Martin Luther King, Jr. - third Monday in January
3. Spring Break Holiday – dates will be determined each year and correspond with the University spring break
4. Memorial Day - last Monday in May
5. Juneteenth - June 19
6. Independence Day - July 4
7. Labor Day - first Monday in September
8. Veterans Day - November 11
9. Thanksgiving Holiday - dates will be determined each year. The Thanksgiving Holiday will be the Monday-Friday that includes the Thursday of Thanksgiving.
10. Christmas Day - December 25
11. Winter Holiday – dates will be determined each year. The Winter Holiday shall normally consist of ten (10) regularly scheduled workdays that include December 24, December 25, and January 1 of the following year.

B. The president may designate additional holidays as appropriate for operational efficiencies.

- C. If any holiday listed in subsections 1-11 of Section II.A. falls on a Saturday, the Friday preceding that holiday shall be observed as a holiday. If any holiday listed in subsections 1-11 of Section II.A. falls on a Sunday, the Monday following that holiday shall be observed as a holiday.
- D. Saturday and Sunday during Winter Holiday will be considered a workday if it is the employee's regularly scheduled workday.

Effective Date: [date]

Authority: Florida Board of Governors Regulation 1.001, University Board of Trustees Powers and Duties

History: Formerly FAC Rule 6C6-2.028 adopted 10/20/2003; Converted to UWF/REG-2.028 on 7/21/2005; amended 12/10/2015, 3/23/2017, 12/15/22, and [date]

Last review: DATE

**Board of Trustees
Full Board Meeting
April 23, 2026**

UWF-PBA Sergeant Collective Bargaining Agreement

Recommended Action:

Ratify the University of West Florida and the Police Benevolent Association Sergeant (UWF-PBA Sergeant Union) Collective Bargaining Agreement for 2026-2029. This ratified CBA will conclude on June 30, 2029.

Background Information:

The UWF-PBA Sergeant Union was formed in August 2025. The Public Employees Relations Commission certified the UWF-PBA Sergeant union on October 10, 2025 at the University of West Florida. Bargaining between UWF and PBA Sergeant Union began on January 22, 2026 and concluded on March 27, 2026. This ratification will establish an initial collective bargaining agreement between UWF and PBA Sergeants.

Implementation Plan:

The Police Benevolent Associate Sergeant Union at the University of West Florida is in the process of ratifying the proposed changes to the Collective Bargaining Agreement.

Fiscal Implications:

Approximately \$30,000

Relevant Authority:

Florida Statute 447.307 and the Public Employees Relations Commission

Supports Strategic Direction(s):

Strategic Direction 2: Employee Success

Documents:

1. UWF-PBA Sergeant CBA 2026-2029

Prepared by:

Jamie C Sprague, Sr. Associate Vice President/CHRO, jsprague@uwf.edu

Presenter:

Dan Lucas, VP of Finance and Administration, dlucas@uwf.edu

Collective Bargaining Agreement

between the

University of West Florida

and the

Florida Police Benevolent Association, Inc.

2138 Certification Number
Law Enforcement Sergeant Unit

2026-2029

Dates will be inserted once ratification is reached.

TABLE OF CONTENTS Table of Contents will be updated after ratification

Article	Title	Page
1	Recognition	1
2	Definitions	2
3	Discrimination	3
4	Employee Representation and PBA Activities	4
5	Grievance Procedure	8
6	Internal Investigation, Just Causes, Disciplinary Action, and Separation with Advanced Notice	14
7	Layoffs, Recall, and Furloughs	18
8	Change in Assignment	18
9	Promotions – See Appendix F	19
10	Classification Review	21
11	Personnel Records	22
12	Health and Safety	23
13	Performance Evaluations	24
14	Workday and Workweek—See Appendix G	25
15	On-call Assignments, Call-back, and Court Appearances	28
16	Leave – See Appendix H	28
17	Learning Opportunities	29
18	Dues Deductions	30
19	Outside Activity and Conflicts of Interest	31
20	Uniforms and Equipment	32
21	Travel Expenses	33
22	Wages – See Appendix I	33
23	Benefits	35
24	Seniority	36
25	Grooming standards – See Appendix J	37
26	Replacement of Personal Property	38
27	No Strike	39
28	Prevailing Rights	39
29	Management Rights	39
30	Totality of Agreement	40
31	Savings Clause	40
32	Duration	41
33	Signature Page	42
Appendix A	PBA Represented Classes	43
Appendix B	Dues Deductions Authorization Form	44
Appendix C	Step 1 Grievance Form	45
Appendix D	Step 2 Grievance Form	47
Appendix E	Notice of Arbitration Form	49

AGREEMENT

THIS AGREEMENT is between the UNIVERSITY of WEST FLORIDA BOARD OF TRUSTEES (hereinafter referred to as the University), and the FLORIDA POLICE BENEVOLENT ASSOCIATION, INC. (hereinafter referred to as the PBA) representing the employees in the Law Enforcement Bargaining Unit; and

WHEREAS, it is recognized by the University and the PBA that the public policy of the State and the purpose of Part 11, Chapter 447, Florida Statutes, is to provide statutory implementation of Section 6, Article 1 of the Constitution of the State of Florida, and to promote harmonious and cooperative relationships between the University and its employees, both collectively and individually, and to protect the public by assuring , at all times, the orderly and uninterrupted operations and functions of the University; and

WHEREAS it is recognized by the University and the PBA that terms and conditions of employment of employees are contained in this Agreement and in the University, Employment Rules and Policies; and

WHEREAS the above language is a statement of intent and, therefore, not subject to the grievance procedure as outlined in Article 5.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the University and the PBA do agree as follows:

Article 1 RECOGNITION

1.1 Inclusions.

A. The University hereby recognizes the PBA as the exclusive representative for the purpose of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees included in the Law Enforcement Bargaining Unit as defined in Certification No. 2138 issued by the Florida Public Employees Relations Commission on October 10, 2025.

B. This Agreement includes all full-time and part-time employees in the classifications and positions listed in Appendix A of this Agreement, except for those individuals filling full-time and part-time positions excluded pursuant to Section 1.2.

1.2 Exclusions. This Agreement specifically excludes employees in positions designated with managerial, confidential, temporary, or emergency status, and all persons paid from Other Personal Services (OPS) Funds.

1.3 Classes and Positions.

A. When the University establishes a new law enforcement classification or revises an existing classification so that its bargaining unit designation is changed, the University shall notify the PBA regarding the proposed bargaining unit designation of the class. The PBA shall notify the University, in writing, within fifteen {15} days of receipt of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following this discussion, the PBA disagrees with the bargaining unit designation of the class, it may request that the Florida Public Employees Relations Commission resolve the dispute through unit clarification proceedings.

B. When a new position is created in a classification that is included in a bargaining unit, and the University determines that the position should be excluded from the unit due to its managerial or confidential status, the University shall notify the PBA of such determination. The PBA shall notify the University, in writing, within fifteen {15} days of receipt of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following such discussion, the PBA disagrees with the bargaining unit designation of the position, it may request that the Florida Public Employees Relations Commission resolve the dispute of unit placement.

Article 2

DEFINITIONS

The terms used in this Agreement are defined as follows:

2.1 Approved Work Period - Forty (40) hours in a seven-day period or eighty{80} hours in a fourteen {14} day period, as determined by the University.

2.2 "Chief Executive Officer" means the President of the University of West Florida or his/her designee.

- 2.3 "Days" means calendar days, excluding any day observed as a University holiday.
- 2.4 "Employee" means a member of the bargaining unit as it is described in Article 1 and includes Law Enforcement Sergeants at the University of West Florida.
- 2.5 "Employee Grievance Representative" means an employee who has been designated by the PBA to investigate grievances and to represent grievant(s) at Step 1 when the PBA has been selected as the employee's representative.
- 2.6 "President" refers to the President of the University of West Florida or his/her designee.
- 2.7 "President of the Florida Police Benevolent Association" includes the elected president and his/her designated representatives.
- 2.8 "Regular Status" is earned by an employee, after successfully completing the position orientation year.
- 2.9 "University" means the University of West Florida or the University of West Florida Board of Trustees.

Article 3 DISCRIMINATION

- 3.1 Non-Discrimination Policy - State and Federal Law.
- A. The University, the PBA and employees shall not discriminate against any employee based upon race, color, , religion, national origin, or sex, nor shall the Board or the PBA abridge any employee rights related to union activity granted under Chapter 447, Florida Statutes.
- B. Employees shall not discriminate or harass any individual based upon the protected classes set forth in 3.1A above.
- C. The PBA shall have the right to consult, as described in Article 4, on issues of discrimination, including sexual harassment.

D. Employees are required to immediately report to appropriate administrators, unlawful discrimination or harassment which they observe, or which is reported to them. Appropriate administrators include, but are not limited to, the employee's immediate supervisor, the next level supervisor, Human Resources, Equal Opportunity Coordinator, any director or vice president, or the General Counsel's Office.

3.2 Affirmative Action Program.

The PBA agrees to support the University's current affirmative action programs.

Article 4

EMPLOYEE REPRESENTATION AND PBA ACTIVITIES

4.1 Designation and Selection of Representatives.

A. The President of the PBA shall annually furnish to the University, no later than July 1, a list of Employee Grievance Representatives, PBA Staff Representatives, and other PBA representatives who are designated to assist in processing grievances. This list shall include the name, address, work telephone number and class title of each Employee Grievance Representative, PBA Staff Representative, and other PBA grievance representatives. The Board will not recognize any person as an Employee Grievance Representative, PBA Staff Representative, or other PBA grievance representative whose name does not appear on the list. This list may be amended as new representatives are designated by the PBA.

B. A total of three (3) in-unit employees may be designated to serve as Employee Grievance Representatives.

4.2 Representative Access.

A. Employee Grievance Representatives, PBA Staff Representatives, and other PBA grievance representatives shall have access to the premises of the University in accordance with policies regarding public access to University property and may request access to premises not available to the public under University policies. Permission for such access for the purpose of investigating an employee's grievance shall not be unreasonably denied and shall be limited to the working hours of the employee with whom the representative wishes to speak. Such access and investigation shall not impede University operations.

B. The PBA shall have the right to use University facilities for meetings on the same basis as they are available to other University-related organizations.

4.3 Consultation.

A. Consultation with the Chief of Police. The Chief of Police or his or her representatives shall meet with up to three (3) local PBA representatives or such other number as the parties agree, to discuss matters pertinent to the implementation or administration of this Agreement or any other mutually agreeable matters. The party requesting consultation shall submit a written list of agenda items no less than one (1) week in advance of the meeting. The other party shall also submit a written list of agenda items in advance of the meeting if it wishes to discuss specific issues. The University and the PBA understand and agree that such meetings may be used to resolve problems regarding the implementation and administration of the Agreement; however, such meetings shall not constitute or be used for the purpose of collective bargaining.

B. Consultation with Vice President. The appropriate vice president or his or her representatives shall meet with up to three (3) local PBA representatives, or such other number as the parties agree, to discuss matters pertinent to the implementation or administration of this Agreement or any other mutually agreeable matters. The party requesting consultation shall submit a written list of agenda items no less than one (1) week in advance of the meeting. The other party shall also submit a written list of agenda items in advance of the meeting if it wishes to discuss specific issues. The University and the PBA understand and agree that such meetings may be used to resolve problems regarding the implementation and administration of the Agreement; however, such meetings shall not constitute or be used for the purpose of collective bargaining.

C. If a consultation meeting is held during the working hours of any employee participant, such participant shall be excused without loss of pay for that purpose. Attendance at a consultation meeting outside of regular working hours shall not be deemed time worked.

4.4 Bulletin Boards.

B. Where the University Police Department (hereinafter "Department") controlled bulletin boards are available, the Department agrees to provide space on such bulletin boards for PBA use. Where bulletin boards are not available, the Department agrees to provide wall

space for PBA purchased bulletin boards. The PBA shall also have the right to maintain or use at least one bulletin board per building where a substantial number of employees report for duty.

C. The materials posted on the boards shall be related only to PBA matters and shall not contain anything that violates or has the effect of violating any law, rule, or regulation. No material shall be posted which is derogatory to any person or organization, or which constitutes election campaign materials for or against any person, organization, or faction thereof, except that election material relating to PBA elections may be posted on such boards.

D. Posting must be dated and bear the signature of an authorized in-unit PBA representative.

4.5 Agenda, Rules, and Employee Information Provided.

A. Upon written request of the PBA, the University will, on a semi-annual basis, provide a
list of in-unit employees with the name, work address, classification title, gross salary, and date of hire for each employee.

B. The University shall provide the PBA with a copy of its personnel regulations or policies by posting them on the UWF Human Resources website: www.uwf.edu/hr.

C. At least twenty (20) days prior to the adoption or amendment of any University personnel regulation which will change the terms and conditions of employment for in-unit employees, the University will provide notice to the PBA of its intended action, including a copy of the proposed regulation, a brief explanation of the purpose and effect of the proposed regulation, and the name of a person at the University to whom the PBA may provide comments, concerns, or suggested revisions. (This notice provision will not apply where a regulation is promulgated as an emergency regulation). The PBA may provide written comments, concerns, or suggested revisions to the University contact person or request negotiations within twenty (20) days of receipt of the notice. The University will consider and respond in writing to the comments, concerns, and suggestions of the PBA within ten (10) days of their receipt by the University; such response will include the reasons for rejecting any suggested revisions.

4.6 Negotiations.

A. Parties and Location.

1. The PBA agrees that all collective bargaining is to be conducted with University representatives designated for that purpose by the President. There shall be no negotiations by the PBA at any other level.
2. Negotiations shall be held in Pensacola, Florida.

B. Negotiation Committee. The PBA may designate in writing no more than three (3) employees to serve on its Negotiation Committee and not more than two (2) employees to serve as alternates for Committee members who are unable to attend a negotiating session.

C. Negotiation Leave.

1. For each round of negotiations, one Committee member shall be granted time off with pay to attend negotiating sessions with the Board.
2. Committee members shall be credited with the number of hours spent in attendance at negotiations, not to exceed the number of hours in the employee's regular workday. The time in attendance at such negotiating sessions shall not be counted as hours worked for the purpose of computing compensatory time or overtime.
3. Committee members shall not be reimbursed for travel, meals, lodging, or any expenses incurred in connection with attendance at negotiating sessions.
4. The selection and attendance of any employee shall not impede the operations of the work unit.

4.7 Leave for Negotiating and Other PBA Activities

- A. An alternate who is not substituting for an absent Committee member may request unpaid leave or accrued annual or compensatory leave for the purpose of attending negotiating sessions. Such leave shall not impede the operations of the University or be unreasonably denied.
- B. Employees may request unpaid leave or accrued annual or compensatory leave for the purpose of attending PBA conventions, conferences, meetings, and negotiating sessions as long as such leave does not impede the operations of the University; such requests shall not be unreasonably denied. When such requests are denied, the supervisor shall provide such denial in writing.

Article 5
GRIEVANCE PROCEDURE

5.1 Policy.

A. The University and the PBA encourage the informal resolution of employee complaints. To that end, employees should present such complaints for review and discussion as soon as possible to the University representative who has authority to address the complaint. Such review and discussion should be held with a view to reaching an understanding that will resolve the complaint in a manner satisfactory to the employee, without need for recourse to the formal grievance procedure prescribed by this Article. If the complaint is not resolved by such informal discussion, the employee may proceed to file a grievance consistent with the provisions of this Article.

B. "Grievance" means a dispute filed with the University's Management Representative using Appendix C or D, as appropriate, concerning the interpretation or application of a specific provision of this Agreement, except as exclusions are noted. All grievances must be filed within thirty (30) days of the act or omission giving rise to the grievance or the date on which the employee knew or reasonably should have known of such act or omission if that date is later.

C. "Grievant" means an employee or group of employees who has/have filed a grievance in a dispute over a provision of this Agreement which confers rights upon the employee. The PBA may file a grievance in a dispute over a provision of this Agreement that confers rights upon the PBA.

D. "Management Representative" means an individual designated to hear grievances on behalf of the University.

E. A grievant who decides to use this Grievance Procedure shall, prior to the Step 1 meeting, choose whether to be represented by the PBA. A grievant shall not be represented by a PBA representative who is in a supervisory or subordinate position to the employee in the University.

1. When the grievant has elected PBA representation, both the grievant and the PBA Representative shall be notified of the Step 1 meeting. Further, any written communication concerning the grievance or its resolution shall be sent to both the grievant and the PBA Representative, and any decision agreed to by the University and the PBA shall be binding on the grievant.

2. If the grievant is not represented by the PBA, the Management Representative shall timely notify the PBA that the PBA is given reasonable opportunity to be present at any meeting called for the resolution of such grievance. The processing of the grievance and any resolution will be in accordance with the terms of this Agreement.

3. The PBA shall not be bound by the decision of any grievance or arbitration in which the grievant was not represented by the PBA.

F. Except for suspensions, the filing or pendency of any grievance under the provisions of this Article shall in no way operate to impede, delay, or interfere with the right of the University to take the action it proposes, subject to the final disposition of the grievance. Suspension shall not be imposed until the final disposition of the grievance, if any, except where such suspension is made pending the outcome of a criminal investigation.

G. The resolution of a grievance prior to a written decision of an arbitrator shall not establish a precedent binding on the PBA, or the University.

H. Only those acts or omissions and sections of the Agreement identified at Step 1 may be considered in subsequent steps.

I. There shall be no reprisals against any of the participants in the procedures contained herein by reason of such participation.

J. If a grievance meeting is held or requires reasonable travel time during the working hours of any required participant, such participant shall be excused without loss of pay for that purpose. Attendance at grievance meetings outside of the regular working hours shall not be deemed time worked.

K. Each grievance, request for review and arbitration notice must be submitted in writing on the appropriate form attached to this Agreement as Appendices C, D and E, respectively and shall be signed by the grievant. One Appendix C, D, and E may be filed in a grievance with more than one grievant, provided that the respective appendix bears the signatures of all grievants. Grievances shall be considered filed upon date of receipt. Except for the initial filing of the grievance, if there is difficulty in meeting any time limit, a PBA representative may sign such forms for the grievant.

5.2 Procedures.

A. Step 1

1. An employee having a grievance shall file the applicable grievance form (Appendix C) at Human Resources within thirty (30) days following the occurrence of the event giving rise to the grievance. The grievance shall set forth the complete facts on which the grievance is based, the specific provision(s) of the Agreement allegedly violated, and the relief requested. The Chief of Police or designee shall schedule a Step 1 meeting between the grievant, the grievant's designated representative, the grievant's supervisor, or other appropriate individuals. The grievant shall have the right to present any evidence in support of the grievance at this meeting. If the meeting does not result in resolution of the grievance, the Chief of Police or designee will proceed with processing the grievance and issuing a written decision, stating the reasons therefore, to grievant or grievant's designated representative within thirty (30) days following the conclusion of the meeting, unless an extension has been granted. If an extension is granted, the decision shall be made by the agreed upon date. A copy of the decision shall be sent to the grievant and to the PBA if grievant elected not to be represented by the PBA. The decision shall be transmitted by personal delivery with written documentation of receipt; by certified mail, return receipt requested; or via email to an uwf.edu email address.

2. Where practicable, the University shall make available to the grievant or grievant's designated representative, documentation referenced in the Step 1 decision prior to its issuance. All documents referred to in the decision and any additional documents presented by the grievant shall be attached to the decision, together with a list of these documents. In advance of the Step 1 meeting, the grievant shall have the right, upon written request, to a copy of documents identified as relevant to the grievance.

3. In the absence of an agreement to extend the period for issuing the Step 1 decision, the grievant may proceed to Step 2 if the grievant or grievant's designated representative has not received the written decision by the end of the thirtieth (30th) day following the conclusion of the Step 1 meeting.

B. Step 2 - Management Representative

1. If the grievance is not satisfactorily resolved at Step 1, the grievant may file a written request for review (using Appendix D form) with the Step 2 Management Representative within thirty (30) days following receipt of the Step 1 decision by grievant or grievant's designated representative. When the grievance is eligible for initiation at Step 2, the

grievance form must contain the same information as a grievance filed at Step 1 above. The Step 2 Management Representative may have a meeting with the employee and/or the designated representative to discuss the grievance.

2. The Step 2 Management Representative shall issue a written decision to the grievant or grievant's designated representative, stating the reasons therefore, within thirty (30) days following the conclusion of the meeting. The decision shall be transmitted by personal delivery with written documentation of receipt; by certified mail, return receipt requested; or via email to an uwf.edu email address.

C. Step 3 - Arbitration.

1. If the grievance is not resolved at Step 2, the grievant or grievant's designated representative may appeal the Step 2 decision to Arbitration on a Notice of Arbitration form as set forth in Appendix E; this appeal shall be filed within thirty (30) days after receipt of the decision at Step 2. A grievant may appeal a grievance to Arbitration whether or not he/she was represented by the PBA at an earlier step.

2. The University and the PBA may, by written agreement, submit related grievances for hearing before the same arbitrator.

3. The arbitrator shall be one person from a panel of seven (7) permanent arbitrators, mutually selected by the University and the PBA to serve for any case or cases submitted. If agreement is not reached on one or more of the seven (7) arbitrators within sixty (60) days following the signing or effective date of this Agreement, whichever is later, the parties may, by mutual agreement, request the Federal Mediation and Conciliation Service, American Arbitration Association, or the Florida Public Employee Relations Commission to provide a list of fifteen (15) arbitrators. The University and the PBA shall select the arbitrator(s) by alternately striking from the list until the required number of names remains. The party to strike first shall be determined by the flip of a coin.

4. Arbitrability. Issues of arbitrability shall be bifurcated from the substantive issue(s) and, whenever possible, determined by means of a hearing conducted by conference call. The arbitrator shall have ten (10) days from the hearing to render a decision on arbitrability. If the issue is judged to be arbitrable, an arbitrator shall then be selected to hear the substantive issue(s) in accordance with the provisions of Section 5.2. C.3.

5. Arbitration hearings shall be held at times and locations agreed to by the parties. Under normal circumstances, hearings will be held in Pensacola; however, selection of the site shall

take into account the availability of evidence, location of witnesses, and existence of appropriate facilities.

6. The arbitrator may fashion an appropriate remedy to resolve the grievance and, provided the decision is in accordance with his/her jurisdiction and authority under this Agreement, the decision shall be final and binding on the University, the PBA, the grievant(s), and other employees. In considering a grievance, the arbitrator shall be governed by the following provisions and limitations:

- a. The arbitrator shall issue his/her decision not later than forty-five (45) days from (45) days from the date of the closing of the hearing or the submission of briefs, whichever is later.
- b. The arbitrator's decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issue(s) submitted.
- c. The arbitrator shall have no authority to determine any other issue and shall refrain from issuing any statement of opinion or conclusion not essential to the determination of the issue(s) submitted.
- d. The arbitrator shall limit his/her decision strictly to the application and interpretation of the specific provisions of this Agreement.

7. The arbitrator shall be without power or authority to make any decisions:

- a. Contrary to or inconsistent with, adding to, subtracting from, or modifying, altering, or ignoring in any way the terms of this Agreement, or the provisions of applicable law, rules, or regulations having the force and effect of law; or
- b. Limiting or interfering in any way with the powers, duties, and responsibilities of the State under its Constitution, applicable law, rules, and regulations having the force and effect of law, except as such powers, duties, and responsibilities have been abridged, delegated, or modified by the provisions of this Agreement.

8. The arbitrator's award may include back pay to the grievant(s); however, the following limitations shall apply to such monetary awards:

- a. No award for back pay shall exceed the amount of pay the employee would otherwise have earned at his/her regular rate of pay, and such back pay shall not be retroactive to a date earlier than the date of the occurrence of the event giving rise to the grievance under consideration, and in no event more than thirty (30) days prior to the filing of the grievance; and

b. The award shall not exceed the actual loss to the grievant, and will not include punitive damages, overtime, on-call, or other speculative compensation that might have been earned, and shall be reduced by replacement compensation received by the employee during the period of time affected by the award.

9. The reasonable fees and expenses of the arbitrator shall be borne solely by the party who fails to prevail in the hearing; however, each party shall be responsible for compensating and paying the expenses of its own representatives, attorneys, and witnesses. If the arbitrator fashions an award in such a manner that the grievance is sustained in part and denied in part, the parties will evenly split the arbitrator's fees and expenses.

10. The PBA will not be responsible for the costs of an arbitration to which it was not a party.

5.3 Time Limits.

A. Failure to initiate a grievance within the time limits specified shall be deemed a waiver of the grievance. Failure at any step of this procedure to submit a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that Step.

B. Failure at any Step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant, or the PBA where appropriate, to proceed to the next step.

C. The time limits specified in any step of this procedure may be extended, in any specific instance, by written agreement.

D. Claims of either an untimely filing or untimely appeal shall be made at the Step in question.

E. If any action falls due on a Saturday, Sunday, or holiday (as referred to in Section 2.3}, the action will be considered timely if it is accomplished by 5:00 p.m. on the following business day.

5.4 Exceptions.

A. Nothing in this Article or elsewhere in this Agreement shall be construed to permit the PBA or an employee to process a grievance (1) on behalf of any employee without his/her

consent, or (2) with respect to any matter which is at the same time the subject of an action which has been filed by a grievant in another forum, administrative or judicial. As an exception to this provision, a grievant may file an EEOC charge while a grievance is in progress when such filing becomes necessary to meet federal filing deadlines pursuant to 42, U.S. C. Section 2000et seq.

B. The University and the PBA may mutually agree to waive Steps 1 and 2 of the grievance procedures to expedite the processing of a grievance.

Article 6

INTERNAL INVESTIGATIONS, JUST CAUSES, DISCIPLINARY ACTION, AND SEPARATION WITH ADVANCE NOTICE

6.1 Policy. The University and the PBA endorse the principle of progressive discipline. The purpose of this Article is to provide a prompt and equitable procedure for disciplinary action taken with just cause. Supervisors shall provide privacy to the extent practicable when administering disciplinary actions.

6.2 Internal Investigations.

A. The parties recognize that law enforcement personnel occupy a special place in American society. Therefore, it is understood that the University has the right to expect that a professional standard of conduct be adhered to by all law enforcement personnel regardless of rank or assignment. Since internal investigations may be undertaken to inquire into complaints of misconduct, the University reserves the right to conduct such investigations to uncover the facts in each case but expressly agrees to carefully guard and protect the rights and dignity of accused employees. During any internal investigation, the investigative methods and processes used will be consistent with the law.

B. When a complaint of misconduct is made against an employee, the University will make every effort to ensure that the complaint, if verbal, and any statements regarding the complaint are reduced to writing, signed, and under oath. If the complaint is criminal in nature, the complaint and any statement received should also be under oath.

C. For the purpose of this Section, "Interrogation" refers to a disciplinary investigation meeting in response to a complaint in which the information obtained from an employee by management at that meeting will be the basis for a decision as to whether to suspend or

dismiss the employee. It does not include counseling sessions, meetings at which the employee is solely being advised of intended disciplinary action and offered an opportunity to explain why he/she should not be disciplined, or inquiries which may result in oral or written reprimands. If during the inquiry, it is concluded that more serious discipline is warranted, the inquiry will cease, and the matter will proceed in accordance with internal investigation procedures. The employee has the right, upon request, to PBA representation at any such meeting.

D. When an employee is provided a written set of questions to which to respond or is interrogated concerning a complaint, the employee will be informed prior to such written questions being provided or prior to interrogation of the nature of the investigation and whether the employee is the subject of the investigation or a witness in an investigation. Where requested, an employee shall be given up to twenty-four (24) hours to respond to such written questions or to contact, consult with, or secure the attendance of a representative at the interrogation. If the employee is the subject of the investigation, the employee will also be informed of each complaint against him/her and will be permitted to review all written statements made by the complainant and witnesses immediately prior to the beginning of the investigative written questioning or interrogation. Pursuant to Section 112.533, Florida Statutes, the employee who is the subject of the investigation shall not disclose the contents to anyone other than his/her representative or attorney until the investigation is complete.

E. Written questioning and interrogations shall be conducted in a professional, non-coercive manner.

F. The employee shall, upon request, receive a copy of his/her written or recorded statement at no cost. No recording or transcription of the investigative interrogation will be made without the knowledge of all participants present at the interrogation.

G. Upon the conclusion of the investigation by the Department, the employee who is the subject of an internal investigation shall be notified in writing of the disposition of the case. Such investigation shall ordinarily be completed within forty-five (45) days after the complaint is filed unless circumstances necessitate a longer period. An investigation shall not exceed one hundred and twenty (120) days without the approval of the President or designee outside of the Department. The employee shall be notified in writing if an extension is authorized by the President or designee.

H. In cases where the University determines that the employee's absence from the work location is essential to the investigation and the employee cannot be reassigned to other duties pending completion of the investigation, the employee shall be placed on administrative leave with pay.

I. No employee shall be required to submit to a polygraph test, or any device designed to measure the truthfulness of responses during an investigation of a complaint unless authorized by statute or a decision of the Florida Supreme Court.

J. Non-sustained findings may not be inserted in personnel records or referred to in performance evaluations.

6.3 Just Cause.

A. Disciplinary actions administered to regular status employees may be taken only for just cause. An employee who has not attained regular status, by completing a position orientation year, shall not have access to the grievance procedure in Article 5 when disciplined.

B. Suspensions, Dismissals, Disciplinary Demotions, and Reductions in Base Pay for Disciplinary Reasons. If filed within thirty (30) days from the date of receipt of notice from the University, by personal delivery or by certified mail, return receipt requested, a complaint by an employee with regular status concerning a suspension, dismissal, disciplinary demotion, or reduction in base pay may be grieved and processed through the Arbitration Step, in accordance with the Grievance Procedure in Article 5 of this Agreement; however, in order to expedite the review of dismissal actions, such grievances may be filed at Step

C. Written Reprimands.

1. Written reprimands shall be subject to the grievance procedure in Article 5, but only through step 2.

2. Written reprimands shall not be used for purposes of progressive discipline if the employee has maintained a discipline-free work record for at least three (3) consecutive years. Such written reprimands shall be marked "invalid for progressive disciplinary purposes due to a three (3) year discipline-free work period" at any time after that three

(3) year period, upon written request of the employee. However, such written reprimands can be used to show that an employee had knowledge of a concern or had previously been warned about an activity.

D. Oral Reprimands.

1. Oral reprimands shall be subject to the grievance procedure in Article 5 but only through Step 1.

2. Oral reprimands shall not be used for purposes of progressive discipline if the employee has maintained a discipline-free work record for at least three (3) years. Such oral reprimands shall be marked "invalid" for progressive disciplinary purposes due to a three (3) year discipline-free work period, any time after the three (3) year period, upon written request of the employee. However, such oral reprimands can be used to show that an employee had knowledge of a concern or had previously been warned about an activity.

E. Notification to Employee. Each employee shall be furnished with a copy of all disciplinary actions placed in the employee's official personnel file and shall be permitted to respond thereto.

F. PBA Representation. An employee may request that a PBA Staff Representative or Employee Grievance Representative be present during any disciplinary investigation meeting in which the employee is being questioned relative to alleged misconduct of the employee, or during a predetermination conference in which suspension, dismissal, disciplinary demotion, or reduction in base pay of the employee is considered.

6.4 Aspects of discipline not covered by this Agreement shall be governed by the University Employment Policies and University Regulations.

6.5 Separation with Advance Notice (SWAN)

A. An employee may be separated from the University without cause if he or she is provided with appropriate advance notice.

B. Decisions for separation with advance notice shall not be based on constitutionally impermissible grounds.

C. Employees who have completed their position orientation year shall be given ninety (90) days' notice.

D. In the event of a break in service for more than one semester in one full year or more than two semesters in two full years, only service following such break shall be counted for purposes of determining length of service. Approved paid or unpaid leave shall not be considered a break in service.

E. In the event of a break in service for more than one semester in one full year or more than two semesters in two full years, only service following such break shall be counted for purposes of determining length of service. Approved paid or unpaid leave shall not be considered a break in service.

F. An employee who has received an advance notice of separation may be reassigned to other duties, responsibilities, and locations for the duration of the notice period.

G. An employee who has received advance notice of separation shall not receive any pay increases during the advance notice period.

H. Aspects of Separation with Advance Notice not set forth in this Agreement shall be governed by the University Employment Policies and University Regulations.

Article 7 LAYOFFS, RECALL, AND FURLOUGHS

7.1 Layoffs. When employees are to be laid off, the University shall implement such layoffs in accordance with the procedures contained in University Employment policy.

7.2 Recall. When a vacancy occurs or a new position is established, laid off employees shall be recalled in accordance with the procedures contained in University Employment policy. Employees who are recalled after layoff will not have to complete another probation period or position orientation year.

7.3 Furloughs. When employees are to be furloughed, the University shall implement such furlough in accordance with procedures contained in the University Employment policy.

Article 8 CHANGE IN ASSIGNMENT

8.1 Change in Assignment. An employee who has completed the position orientation year who meets all University eligibility requirements may apply for a change in assignment to a different position in the same class or a different shift at the University according to

University procedures. Prior to filling a vacancy, except by demotion, the University shall consider the needs of the Department and applicable changes in assignment requests. The hiring authority shall normally fill a bona fide vacancy with the employee who has the greatest length of service in the class, who is best qualified for the position and who has submitted a change in assignment request. If, however, the employee with the greatest length of service in the class is not selected for the vacant position, all employees who have requested a change in assignment who have a greater length of service than the individual selected shall be notified in writing of the University's decision, with a copy to the PBA. Except when agreed otherwise by the PBA and the University, the notification shall contain the reason(s) the less senior applicant was selected.

8.2 Involuntary Change in Assignment.

- A. An employee may be required to reside within a reasonable distance of a work unit.
- B. Nothing contained in this Agreement shall be construed to prevent the University, at its discretion, from effecting a change in assignment of any employee according to the needs of the University. However, it is understood that the University will make an effort not to effect any change in assignment which will impose a residency hardship on the employee (in that the employee must relocate his/ her residence from a permanent home presently owned or cancel a rental lease extending more than three months). An employee shall, if practicable, be given a minimum of fourteen (14) days' notice prior to the University, effecting such change in assignment.
- C. Nothing contained in this Agreement shall be construed to prevent the University from making a change in assignment of any employee during an official emergency or as otherwise required to meet unforeseen law enforcement needs.
- D. An employee may be assigned to a specialized position on a temporary or permanent basis at the discretion of the Chief of Police. These specialized positions are not guaranteed and can be removed at any time by the Chief of Police.

8.3 Grievability. An employee complaint concerning the administration of this Article may be grieved in accordance with Article 5 of this Agreement but only through Step 1. The initiation of a grievance claiming a residency hardship shall stay any required change in residence until final disposition of the grievance. In considering such a grievance, weight shall be given to the needs of the University against the hardship on the employee.

Article 9 PROMOTIONS

9.1 Definitions

- A. The term seniority as used in this article is defined in Article 24 of this Agreement.
- B. The term years of service as used in this Article shall mean total year of continuous service as a University of West Florida Police Department in a sworn classified position.
- C. The term *Prior Service* as used in this article shall mean the total years of full-time employment as a Certified Law Enforcement Officer who has experience with a Law Enforcement Agency.
- D. Training hours defined as *qualifying training hours* for the purposes of promotion include hours of approved CJSTC training courses, or other courses approved by the Chief of Police that the candidate for promotion successfully completed. Approved CJSTC training hours completed are also acceptable if the course is required by the agency and not considered mandatory retraining, block training or in-service training conducted by the agency (ex: ICS courses would be accepted.) CJSTC training that will not count for promotion includes mandatory training classes necessary to maintain officers' certification or classes conducted by the agency that are mandatory for all officers in a specific class or bargaining unit to attend (such as DV, Range, etc.) Candidates for promotion may use approved CJSTC training courses obtained within three years of employment with the University of West Florida Police Department under the following conditions:
 - a. The course must be an approved Florida CJSTC or equivalent training course by the Chief of Police.
 - b. The training does not qualify as mandatory retraining as described above.
 - c. The candidate must have been employed with an approved or qualifying law enforcement agency at the time of the training and verified through FDLE.
 - d. The course completion certificate must be submitted to the Training Section OIC for verification and approval.

9.2 Implementation

CJSTC advanced/specialty courses completed or in which the member is actively enrolled as of the date of ratification may be used to satisfy the requirements set forth for promotion. The University may add to the list of approved courses at their discretion. Should any course be deleted from the list or eliminated by CJSTC, officers who have completed the affected course shall maintain appropriate credit toward these requirements.

9.3 Promotion to Sergeant

- A. A written examination and oral interview shall be established for law enforcement Sergeant Positions. The examination and interview process will be conducted pursuant to the process set forth, as outlined below.

B. Promotional process

The following procedure shall be followed for the classifications of Sergeant and scored as follows:

Written Exam 50%
Oral Interview 40%
Practical Assessment 10%

a. Written examination

- i. A written examination comprised of a minimum of 50 questions shall be developed by subject matter experts. Each correct answer shall be worth two (2) points. Subject matter experts shall be selected by agreement between the University and the PBA President.
- ii. The written exam will be scored as 50% of the final total score. The minimum score to pass the test will be 80%. The top five (5) candidates for sergeant will proceed to the next step of the process, oral interview. Topics may include but are not limited to:

University Policy
Florida State Statutes
Rules of Criminal Procedure
Search and Seizure Laws
Rules of Civil Procedure Civil Liability

- iii. A minimum of thirty (30) days of study time shall be provided. Study materials shall be developed and identified prior to the beginning of the 30-day study period.

b. Oral examination

- i. An oral examination will be comprised of five to ten questions developed by subject matter experts. The subject matter experts will train the Oral Interview Board on the scoring process. The Board and scoring process will remain consistent throughout the oral examination process. The oral examination will be scored as 40% of the final score.
- ii. The Oral Interview Board will be comprised of 5 members. One member will be selected by the University, and one member will be

selected by the PBA. The University and the PBA will provide two names to the other; each will have one veto. If no veto is placed the University or the PBA may select either as their selection on the Board. If a veto is lodged against one of the selections, the alternate will be selected for the Board. The remaining three board members will be officers of the rank being tested for or higher from other local agencies.

- iii. Topics may include but are not limited to: University Policy; Florida State Statute; Rules of Criminal Procedure; Human Resources Rules and Procedures, and relevant questions pertaining to the member's experience, training.

c. Practical Assessment

- i. The practical assessment will be based on a high stress, critical thinking scenario, involving supervisor roles and responsibilities. The subject matter experts will train the Assessment Board on the scoring process. The Board and scoring process will remain consistent throughout the assessment process. The practical assessment will be scored as 10% of the final score.
- ii. The Practical Assessment Board will be comprised of 5 members. One member will be selected by the University, and one member will be selected by the PBA. The University and the PBA will provide two names to the other; each will have one veto. If no veto is placed the University or the PBA may select either as their selection on the Board. If a veto is lodged against one of the selections, the alternate will be selected for the Board. The remaining three board members will be officers of the rank being tested for or higher from other local agencies.

d. Higher Education Points

- i. Points are awarded for the highest degree received and only one degree may be claimed. The following points are awarded for degrees:
 - 1. Associates: 1 point
 - 2. Bachelors: 2 points

e. Promotional process overview

- i. The promotional process will be conducted as a blind process to ensure fair scoring and treatment of all candidates.

Officers will submit an application for the promotional process through the Human Resources Department. All applications received by the

posted deadline will be evaluated against stated eligibility requirements. Each applicant will be notified of their eligibility. The photo ID will not contain any demographic information, such as name or date of birth. The reference number and ID will identify the eligible candidate throughout the promotional process and will be used on all written materials. The Human Resources will maintain a confidential listing of reference numbers assigned to each eligible candidate.

The written exam will be proctored by the Human Resources staff and at least 1 person familiar with promotional testing processes. Each candidate will be required to show their University Police commission card for admittance to the testing room. The candidates' reference number will be placed on the answer sheet. Upon completion of the written exam, the candidates' thumb print will be placed on the top of the answer sheet when it is turned into the proctor. There will be no study materials, electronics (cell phones, computers, smart glasses, etc.), or heavy clothing (jackets, etc.) allowed in the testing room.

At the conclusion of the testing process, each phase of testing will be "blindly" scored utilizing reference numbers only. The score from each phase will be added together to comprise a total score for each candidate. This process will be monitored by the Human Resources.

A promotional eligibility list will be compiled and certified by the Human Resources. Candidates may obtain their individual scores utilizing the reference number via the University website after the promotional list has been certified. The scores and corresponding reference numbers presented to the University will be listed in descending order with the highest score being number one on the list and the lowest score being the last score on the list. In the event of a tie, the candidate who is most senior by rank, then seniority in the bargaining unit, will be placed ahead of the other candidate. The University may review personnel and disciplinary folders of each candidate or establish a board for this purpose to determine the best candidates for promotion. Names and other identifying information will be redacted from the personnel and disciplinary folders to preserve the blind promotional process.

The University has the option to select from the top three candidates from the certified promotional list. Any candidate that was passed over will retain their position on the list for future consideration. If a candidate is to be passed over, the University will meet with the candidate and inform them of the reason.

Active Military:

In the case of active military deployments, Human Resources will reserve confidential testing materials and will make arrangements for qualified candidates to take the entire exam by proctor, if possible, or the candidate will be permitted to complete the process within thirty (30) days of returning to work. After completion of the exam, the candidates' score will be merged into the existing list. A minimum of thirty (30) days of study time shall be provided. Study material shall be developed and identified prior to the beginning of the thirty (30) day study period.

- C. A new promotional list shall be established upon completion of the testing of the applicants and will remain valid for a period of 12 months, at which time a new series of exams will be given and a new list established. Within 90 days of the expiration of each list, Human Resources will begin the process to establish a new list.

a. Promotional Testing Dates shall be implemented as follows:

- i. November 1st (or the first Monday thereafter) Human Resources shall announce the beginning of the promotion application process.
- ii. December 1st (or first Monday thereafter) application process shall be opened for members to verify eligibility for promotion with Human Resources.
- iii. On the first Monday after winter holiday the study materials shall be released to members eligible to test.
- iv. February 1st (or first Monday thereafter) Written portion of test is held.
- v. February 15th (or first Monday thereafter) Oral Interview portion of test begins.
- vi. March 1st (or first Monday thereafter) the final list shall be established and published.
- vii. If the agency has exhausted 75% of the promotional list, the University may, at their discretion, begin the promotional process prior to the 12-month period ending.

D. Eligibility for promotion shall be based upon the following:

a. Law Enforcement Sergeant:

- i. Two (2) years of full-time continuous service as Law Enforcement personnel with University and five (5) years law enforcement experience with a law enforcement agency; or

- ii. Four (4) years of full-time continuous service as a Law Enforcement Officer with the University and a bachelor's degree; or
 - iii. Five (5) years of full-time continuous service as a Law Enforcement Officer with the University and an associate degree; or
 - iv. Six (6) years of full-time continuous service as a Law Enforcement Officer with the University.
- b. Probationary period: All Officers promoted to Sergeant shall serve a one (1) year probationary period following the date of promotion.
- E. Demotion: All sergeants that have been demoted, whether voluntary or involuntary, shall be allowed to retest for promotion two (2) calendar year from the date of demotion.

9.4 Voluntary Change In Job Classification

- A. An employee who elects to receive a voluntary demotion/change in classification shall have their pay adjusted to the pay grade of the job classification to which the demotion/change is made as follows:
- B. The rate of pay shall be determined by subtracting 10% from employees that have been demoted, taking into consideration the pay grade, years of service, and experience of the new class as approved by the University.

Article 10 CLASSIFICATION REVIEW

10.1 Review of Assigned Duties.

- A. Except in case of an official emergency, employees shall not be required to perform work not included in the employee's position description.
- B. When an employee alleges that the employee is being regularly required to perform duties which are not included in the employee's position description, and the duties assigned are not included in the class specification to which the position is allocated, the employee may request a review under the University Grievance Process for Employee Not Covered by a Bargaining Unit, through Step 1. The employee has the right to PBA representation at the complaint review meeting.

10.2 Acting Ranks. An employee who is designated by the appropriate supervisor to

temporarily perform a major portion of duties of a position in a higher classification than the employee's current classification shall receive a pay increase for the period of time such duties are assigned consistent with University procedures, provided such duties are performed for a period of more than twenty-two (22) workdays within any six (6) consecutive months.

Article 11

PERSONNEL RECORDS

11.1 Personnel File.

A. There shall be only one official personnel file for each employee, which shall be maintained in the Central Human Resources Office of the University unless a different location is approved by the Chief Executive Officer. Duplicate personnel files may be established and maintained within the University. Such duplicate personnel files may contain part, or all of the items filed in the official personnel file but may not contain any items which are not filed in the official personnel file except as provided in Section 11.1.B.

B. The University and the PBA agree that counseling letters or memos are not discipline, and that such documents issued on or after July 1, 1999, shall be maintained only in the Department file.

C. An employee will have the right to review his/her official personnel file at reasonable times under the supervision of the designated records custodian. An employee may attach a concise statement in response to any items included in the file and shall be sent a copy of any derogatory material which is placed in the file.

D. Where the Chief Executive Officer, the courts, an arbitrator, or other statutory authority determines that a document has been placed in an employee's personnel file in error, or is otherwise invalid, such document will be removed from the personnel file.

11.2 Privacy. The University is governed by the provisions of Chapter 119, Florida Statutes, and recognizes that certain information relating to law enforcement officers is exempt from release and shall protect this information from release except as required by law, court order, or other legitimate governmental purposes.

Article 12
HEALTH AND SAFETY

12.1 The University shall make every reasonable effort to provide employees with a safe and healthy working environment. The University and the PBA agree to work cooperatively toward reducing job-related injuries and workers' compensation costs by encouraging improved safety measures.

12.2 Safety Committee. The person who will serve on this committee will be the Crime Prevention Training Officer or designee when needed.

12.3 Employee Health and Safety.

A. When the University requires an employee to use or wear health or safety equipment, such equipment will be provided by the University.

B. Any employee who becomes aware of a work-related accident shall immediately notify the supervisor or the supervisor's designee of the area where the incident occurred.

C. When an employee believes an unsafe or unhealthy working condition exists in the work unit, the employee shall immediately report the condition to the supervisor or the supervisor's designee. The University shall investigate the report and respond to the employee.

12.4 Vehicles and Equipment.

A. Vehicles used by employees, whether or not issued to the employee, shall be maintained in safe operating condition by the University. Marked patrol vehicles shall be equipped with the standard police package. The University shall use high visibility lights on University vehicles as dictated by University needs. When employees are required to drive scooters, golf carts, all-terrain vehicles, or other similar vehicles, such vehicles shall be operated in accordance with their stated warranty, and the officer shall be properly trained in the operation of such vehicle.

B. Where the University has determined that an employee should be provided with a police baton, electric restraining device, Taser, or other such weapon as the University deems appropriate, such employee shall be properly trained by a certified instructor in its use. The University will provide training for employees when they are provided with new equipment.

C. The University shall provide its employees with custom-fitted bullet resistant vests. Vests shall be replaced as per the stated warranty not to exceed five years. The wearing of these vests is mandatory. Employees are required to wear the vest when on duty assigned to uniformed patrol functions, including uniformed special details. The University reserves the right to require the wearing of the vest under other specified conditions or special circumstances.

12.5 Firearms.

A. The University shall provide its employees with a semi-automatic firearm. The type of semiautomatic firearm shall be at the University's discretion. The University will attempt to provide a semi-automatic firearm that is suitable to the employee's stature and hand size.

B. To promote safety in the use of firearms by employees, the University guarantees that each employee is allowed to fire his/her firearm in an approved course at least once every six (6) months, at no cost to the employee. Such training shall be for the purpose of qualifying in the use of firearms.

C. The University shall issue new factory ammunition for on duty use when needed.

12.6 Tobacco and Vaping

A. The Surgeon General of the United States has determined that using tobacco in any form or vaping contributes to the development of a number of heart and lung diseases.

B. The University will not hire University Police applicants as employees who use tobacco in any form or vapes. Employees shall not use tobacco in any form or vape for the duration of their employment.

Article 13 PERFORMANCE EVALUATIONS

13.1 Performance Evaluations.

A. Performance evaluations shall ordinarily be made by the employee's immediate supervisor who shall be responsible for the timely evaluation of the employee. The evaluation may be reviewed but shall not be changed by a higher-level administrator. The immediate supervisor shall be the person regularly assigned to direct the work of the employee, or, if unavailable, the next higher-level administrator.

B. The employee shall be provided with information regarding the basis of the evaluation. Performance ratings shall be based on an analysis of the employee's actual job performance. Numerical arrest, citation, or violation quotas will not be used as the principal basis for determining the overall level of rating for any employee and each employee will be evaluated without comparison to other employees.

C. The University will make a good faith effort to provide employees and supervisors with training in performance evaluation procedures.

D. Where an employee who has attained regular status in the class does not meet performance standards, the University shall develop a performance plan intended to correct performance deficiencies.

E. Such an employee shall be granted, upon written request, an opportunity to discuss with an administrator at the next higher-level concerns regarding the evaluation which rates the employee as not meeting performance standards. If that meeting does not resolve the employee's concerns, the employee shall be granted, upon written request, a performance evaluation review conference with the Management Representative. These reviews shall ensure that the performance evaluation was not done in an arbitrary or capricious manner.

F. The employee may be removed from his/her class no sooner than sixty (60) days after receipt of the improvement plan if adequate improvement in performance is not made.

13.2 Grievability. A grievance may be filed only by an employee with regular status in his/her current class who is demoted or dismissed for an evaluation of not meeting performance standards pursuant to the provisions of Section 5.3.

Article 14

WORKDAY AND WORKWEEK

14.1 Workweek.

A. The University and the PBA understand and agree that the ultimate decision of employee shift schedule and workday length rests with the University.

B. The normal work period for each full-time employee shall be eighty hours in a fourteen-day period. The University may establish an alternate work period prior to implementing such an alternate work period, the University shall provide the PBA with the proposed alternate work period and a list of those employees affected. The PBA may consult with the University over the proposed alternate work period. If consultation is requested, the University shall not implement the alternate work period until the parties have consulted.

C. When required hours of work exceed the approved work period, the compensation for overtime worked will be paid at time and a half.

D. An employee will be given fourteen days' notice of a change in the employee's work period, work hours or days off, except in an official emergency or to meet unforeseen law enforcement needs.

E. An employee who rotates to a different shift shall receive a minimum of two shifts (16 hours) off between the end of the current shift assignment and the beginning of the new shift assignment, except when an emergency or staffing limitation does not permit.

14.2 Workday. The University shall not require an employee to split a workday into two or more segments without the agreement of the employee, except in an official emergency or to meet unforeseen law enforcement needs.

14.3 Special Compensatory Leave.

A. Effective the date of the 2026 full book ratification, for employees who have special compensatory leave balances more than 240 hours, the excess special compensatory leave hours shall be paid out to the employee. This special compensatory pay out will be paid by the second paycheck after ratification.

B. An employee who has special compensatory leave balances shall use special compensatory leave in lieu of using other leave types except sick leave until the balance reaches zero.

14.4 Compensation for Special Duty.

A. When an employee works an event for which the Department is reimbursed at a premium rate of pay, and such event is outside the employee's approved work period, the

employee will receive premium (time and a half) pay for working that event. The hours for which premium pay is received shall not be counted as hours worked for the purpose of calculating overtime for the approved work period.

B. An employee reporting to a special duty event, described in Section 14.4.A, shall be guaranteed three hours of premium pay if an event is canceled or concluded prior to the end of the three-hour period covered by the guaranteed pay provision. An employee's failure to adhere to the Department's procedures for determining the status of the event prior to reporting for such duty will cause the employee to lose eligibility for the guaranteed three hours. If after the employee reports to work, the event is canceled or concluded prior to the end of the guaranteed three hours, management may assign other law enforcement duties within the scope of the employee's position description during the guaranteed three-hour period.

C. If an employee attends a department authorized or required training, the Chief of Police or designee will calculate the time from the University to the site and the employee can include that time calculated as time worked.

Article 15

ON-CALL ASSIGNMENTS, CALL-BACK, AND COURT APPEARANCES

15.1 On-Call Assignment. "On-call" assignment shall be defined as any time when appropriate management has instructed the employee, in writing, to remain available to work during an off-duty period. An employee who is so instructed shall be required to leave word where the employee may be reached by telephone or by another electronic signal device to be available to return to a work location on short notice to perform assigned duties.

15.2 On-Call Payment.

A. On call is not compensable for purposes of computing overtime; however, travel time to and from work when called back is compensable.

B. An employee who is required to be on-call shall be compensated by payment of a fee in the amount of one dollar {\$1.00} for each hour such employee is required to be on-call.

C. An employee who is required to be on-call on a Saturday, Sunday, or a holiday will be compensated by payment of a fee in an amount equal to one-fourth {1/4} of the hourly

minimum for the employee's class for each hour such employee is required to be available.

15.3 Call-Back. If an employee is called back to perform work beyond the employee's scheduled hours of work for that day, the employee shall be credited with the greater of the actual time worked, including time to and from the employee's home to the assigned work location, or two {2} hours.

15.4 Court Appearances. If an employee is subpoenaed to appear as a witness in a job-related court case, not during the employee's regularly assigned shift, the employee shall have the option to either accept the witness fee or be granted a minimum of two and a half (2 1/2) hours which shall be counted as hours worked.

Article 16

LEAVE

16.1 Employees may be granted leave as provided in the University Employment policies. Employees covered by this CBA are entitled to thirty-six (36) hours of bereavement leave. This bereavement leave must be taken in whole workdays. For this article workdays are defined as twelve hours per day.

16.2 Holiday Leave

A. Employees shall be entitled to holidays pursuant to actual scheduled workdays, which is up to twelve hours per day. When an employee works on a holiday, the employee shall be paid time and half for all hours worked.

B. The University Police department may require an employee to reduce the number of hours scheduled to work during winter holiday. When this occurs, the employee shall receive administrative leave with pay for the hours the employee would have been scheduled to work up to 12 hours.

16.3 Job Related Disability Leave. Paid or unpaid job-related disability leave shall be in accordance with Chapter 440. F.S.

16.4 Leave to Supplement Workers' Compensation Benefits and Alternate Duty.

A. An employee is eligible to use paid leave to supplement workers' compensation benefits in accordance with UWF Employment Policies.

B. When an employee has been determined eligible to receive a temporary partial disability benefit or a temporary total disability benefit pursuant to the provisions of Section 440.15, F.S.,

and there is medical certification that the employee temporarily cannot perform the duties of the employee's regular position but can perform some type of work beneficial to the University, the employee may be returned to the payroll at his/her regular rate of pay to perform such duties as the employee is capable of performing.

C. If the University returns an employee to alternate duty, the University shall reassign the employee to his/her regular duties when the employee becomes medically able to perform such duties.

D. A complaint concerning the administration of this Section may be grieved in accordance with Article 5 of this Agreement up to and including Step 2.

Article 17

LEARNING OPPORTUNITIES

17.1 Law Enforcement Training. The University and the PBA recognize the importance of training programs to develop skills in our law enforcement officers and supervisors. The University will make a reasonable effort to continue existing training programs in law enforcement techniques and to develop new programs, and to ensure that opportunities to attend law enforcement and salary incentive training programs are equitably distributed among employees.

17.2 Tuition Waiver Program. The University shall make available to employees the Tuition Waivers that are available to University Work Force employees in accordance with the applicable University policy.

17.3 Health and Fitness Program. The University shall consult with the PBA prior to implementing a mandatory health and fitness program for employees. Such consultations shall not constitute a waiver of the PBA's right to negotiate concerning changes in terms of and conditions of employment.

Article 18

DUES DEDUCTIONS

18.1 Deductions and Remittances.

A. During the term of this Agreement, the University will deduct PBA dues and other authorized deductions in an amount established by the PBA and certified in writing by the President of the Northwest Chapter of PBA to the University, from employees' pay for those employees who individually make such request on the deduction form provided by the PBA

included as Appendix B. Such deductions will be made by the University when other payroll deductions are made and will begin with the pay for the first full pay period following receipt of the authorization by the University.

B. Where an employee has been suspended or dismissed and subsequently returned to work with full or partial back pay, the University shall deduct the PBA membership dues that are owed for the period for which the employee receives back pay. Dues deduction will be resumed for such employees and those employees who return from unpaid leave.

C. The PBA shall advise the University of any increase in dues or other authorized deductions in writing at least thirty (30) days prior to its effective date.

D. This Article applies only to the deduction of membership dues and uniform assessments, if any, and shall not apply to the collection of any fines, penalties, or special assessments.

E. The University will not be required to process Dues Deductions Authorization Forms that are: (1) incorrectly and/or incompletely filled out; (2) postdated; or (3) submitted to the University more than sixty (60) days following the date of the employee's signature.

F. Deductions of dues and other authorized deductions shall be remitted exclusively to the President of the Northwest Chapter of PBA by the University within thirty (30) days after the deductions are made, or as soon as practical thereafter, along with a list containing the names of the employees for whom the remittance is made.

18.2 Insufficient Pay for Deduction. In the event an employee's salary earnings within any pay period, are not sufficient to cover dues and any other authorized deductions, it will be the responsibility of the PBA to collect its dues and uniform assessments for that pay period directly from the employee.

18.3 Termination of Deduction. Deductions for PBA dues and other authorized deductions shall continue until either: 1) revoked by the employee by providing the University and with thirty (30) days written notice that the employee is terminating the prior check-off authorization; 2) revoked in accordance with Florida law; 3) the termination of employment; or 4) the transfer, promotion, or demotion of the employee out of this bargaining unit. If these deductions are continued when any of the above situations occur, the PBA shall, upon notice of the error, reimburse the employee for the deductions that were improperly withheld.

18.4 Indemnification. The PBA shall indemnify, defend, and hold the University, the

University of West Florida Board of Trustees, the Board of Governors, the State of Florida, and their officers, officials, agents, and employees harmless against any claim, demand, suit, or liability (monetary or otherwise), and for all legal costs arising from any action taken or not taken in complying with this Article. The PBA shall promptly refund to the University any funds received in accordance with this Article that are more than the amount of dues and other authorized deductions which the University has agreed to deduct.

Article 19

OUTSIDE ACTIVITY AND CONFLICTS OF INTERESTS

19.1 Outside Activity -General.

A. A University Police in-unit employee will abide by the University policy regarding Outside Activities and Conflict of Interests.

19.2 Outside Employment - Police Employment.

A. Outside police employment shall be limited to off-duty police employment on any property or in any facilities that are under the guidance, supervision, regulation, or control of the University, in accordance with the provisions of Section 1012.97, F.S. Employees engaged in, or anticipating, outside police employment shall seek permission in writing from the University. Such a decision will be in accordance with the policy established by the University on such matters. Approval for such outside employment shall not be unreasonably withheld and will be granted if it:

1. Does not constitute a conflict of interest;
2. Does not interfere with the employee's primary duties as a University law enforcement officer; and
3. Is within the duties and responsibilities the employee performs or may reasonably be expected to perform as a part of his/her job duties and responsibilities.

B. Employees may be permitted to wear their uniform and use their personal equipment, patrol car, or vessel during approved outside police employment.

C. An employee's complaint concerning the denial of an outside employment request shall be grievable up to Step 1.

19.3 Reimbursement of Costs. All mileage placed on a University automobile in outside

police employment shall be paid for by the employee at the mileage rate established in Section 112.061, Florida Statutes.

Article 20

UNIFORMS AND EQUIPMENT

- 20.1 Uniforms. All employees shall receive a standard issue of Class A uniforms and Class B uniforms and uniform accessories and may request replacement of such uniforms as needed. Requests for replacement of uniforms and equipment required by policy shall be honored in a timely fashion and not unreasonably denied. Class A uniforms are designated for a formal event or detail. Class B uniforms may be worn all year long unless a Class A uniform is specified. Employees may be required to wear the Class A uniform at all events designated by the Chief of Police or designee.
- 20.2 Uniform accessories and equipment will include the following minimum requirements:
- A. Gun belt, either 2 1/4 inches or 3 inches, as appropriate for the individual employee;
 - B. Firearm safety (snatch resistant) holster; and,
 - C. Three (3) magazines and an approved case for spare ammunition.
- 20.3 Uniform Maintenance and Shoe Allowance. The University will provide employees who are furnished and required by the University to wear a uniform, a uniform maintenance allowance in the amount of \$450.00 unless laundry and dry-cleaning facilities are available, and the service is furnished by the University without cost to the employees. In addition, such employees shall receive a shoe allowance in the amount of \$150.00 annually, unless shoes are furnished by the University.
- 20.4 Clothing Allowance. Employees assigned to full-time plain clothes positions shall receive a clothing allowance in the amount of \$400.00 and a shoe allowance in the amount of \$150.00 annually unless shoes are furnished by the University.

Article 21

TRAVEL EXPENSES

Emergency Travel. When an emergency arises requiring temporary personnel assignment with less than forty-eight hours' notice, the University agrees to make the necessary payment to the vendor for meals and lodging for such employees. The employee shall have no

responsibility to make such payments to the vendor. Travel vouchers will be submitted as required by the University.

Article 22 WAGES

22.1 General Increases:

- A. Each eligible employee shall receive any increases appropriated for that purpose by the Florida Legislature for 2026-2029.
- B. Employees who meet the criteria for increases as set forth by the Florida Legislature and who have a current performance evaluation of "satisfactory" or better, shall be eligible for the legislatively appropriated increases.
- C. Eligible employees whose salaries are funded from a contract, grant, auxiliary, or local fund shall receive salary increases equivalent to employees whose salaries are funded from E&G sources, provided that such salary increase is permitted by the terms of the contract or grant and adequate funds are available for this purpose within the contract, grant, auxiliary, or local fund. In the event such salary increases are not permitted by the terms of the contract or grant, or in the event adequate funds are not available, the Board or its representatives shall seek to have the contract or grant modified to permit such increases.

22.2 Salary Increase Upon Promotion.

- A. An employee who is promoted from Law Enforcement Sergeant shall receive an increase of ten percent to base salary.
- B. An employee temporarily promoted to an acting rank pursuant to Article 10 shall receive an increase of ten percent of the current base salary during the period of the temporary promotion.

22.3 Merit Increases for Performance. Employees may be eligible to receive a pay increase based on performance utilizing the same criteria applied to University Work Force employees.

22.4 Further increases will be negotiated at openers per amended article 32.

22.5 Wages for 2025-2026

- A. The minimum starting salary for a Law Enforcement Sergeant will be \$64,625.
- B. A 3% recurring wage action to be effective on the first day of the pay period after ratification

by both parties. The employee must be continuously employed on the effective date. The employee must have an Above or Superior on the 24-25 performance evaluation, no suspension without pay in the past year, and not been issued a separation with advance notice.

Article 23

BENEFITS

23.1 State Employee Health Insurance Program. The University and the PBA support legislation to provide adequate and affordable health care insurance to all employees.

23.2 Death in The Line of Duty Benefits. Funeral and burial expenses, education benefits, and the State Employees Group Health Self-Insurance Plan premium for the employee's surviving spouse and children will be provided as per applicable Florida statutes.

23.3 Retired Employees.

A. Employees who have retired under the Florida Retirement System with the University shall be eligible, upon request, to receive on the same basis as other employees the following benefits, subject to University rules and procedures:

1. Retired employee identification card;
2. use of the University library (i.e., public rooms, lending, and research service); and
3. placement on designated University mailing lists.

B. In addition, fees may be charged to retired employees for the following, and/or access granted to them on a space available basis:

1. use of University recreational facilities;
2. a University parking decal; and
3. course enrollment of retired employees sixty (60) years or older who meet the Florida residency requirements, without payment of fees, on a space available basis, in accordance with Section 1009.26, Florida Statutes.

C. Under normal retirement, including disability retirement, an employee shall be presented with one complete uniform including the badge worn by him/her, the employee's firearm if one had been issued as part of the employee's equipment, and an identification card clearly marked "RETIRED" consistent with the provisions of Section 112.193, Florida Statutes.

23.4 Award Program. The University agrees to promote a program of recognition awards for employees which shall include:

- A. Upon promotion, a framed certificate certifying the promotion;
- B. Awards for bravery and outstanding service;
- C. Service awards using framed certificates, patches, or pins recognizing years of service with the University, specifically recognizing fifteen, twenty, and twenty-five years of service; and
- D. Upon normal retirement, an identification card and badge reflecting a one "military grade" honorary promotion.

23.5 Wellness Program.

The University and the PBA recognize the benefits of wellness programs. Prior to implementing any new wellness program for law enforcement officers, the University will consult with the PBA regarding the proposed wellness program. If the parties cannot reach an agreement, any portion of the proposed program that represents a change in terms and conditions of employment would then be subject to collective bargaining prior to implementation.

Article 24
SENIORITY

24.1 Definition. For the purpose of this Article, "seniority" shall be defined as continuous service in the job classification; provided, however, that any unauthorized absence for three (3) or more consecutive days shall be considered a break in service.

24.2 Seniority Application. Except under extraordinary circumstances, vacations, shifts, shift transfers, and regular days off shall be scheduled with due regard for the needs of the University, seniority, and employee preference. The University and the PBA understand that there may be times when the needs of the University will not permit such scheduling.

24.3 Vacation and Holiday Leave. Where practicable, leave of forty (40) contiguous hours or more, or for holidays requested, shall be requested at least sixty (60) days in advance of such leave in order that the provisions of this Article may be fully implemented; however, in implementing this provision, nothing shall preclude the University from making reasonable accommodations for extraordinary leave requests or ensuring the fair distribution of leave during favored holidays.

Article 25
GROOMING STANDARDS

25.1 Haircuts will conform to the following standards: Hair on top of the head will be neatly groomed. The length or bulk of the hair will not be excessive or present a ragged, unkempt appearance. When combed, it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. The hair of uniformed female members may touch the shirt collar but not fall below the collar's edge and may cover a portion of the ear. Long hair must be worn up in a neat, stylish manner that permits the wearing of the hat. Conspicuous barrettes, pins, or combs will not be worn.

25.2 If an employee desires to wear sideburns, they will be neatly trimmed. The base will be a clean-shaven horizontal line. Sideburns will not extend downward beyond the lowest part of the exterior ear opening.

25.3 If a beard, mustache, or goatee is worn, it must be kept neatly trimmed and tidy. The beard or goatee must have even growth (not patchy). No portion of the mustache extending beyond the corners of the mouth will fall below a line parallel with the bottom of the lower lip. A handlebar mustache is not allowed. If a beard or goatee is worn, it shall be in accordance with the following:

A. The beard or goatee shall be worn with a mustache.

B. The beard or goatee shall not be thicker than 1/4 inch.

C. The beard or goatee shall cover the chin but not extend back more than 1/2 inch toward the throat.

D. The beard or goatee and mustache shall not be colored or dyed except to match the employee's natural hair color.

E. The beard or goatee shall be modified to accommodate Department equipment when operationally required.

F. If the beard or goatee does not meet the standards set forth in this article, command staff will direct the employee to bring the beard or goatee into compliance.

25.4 Cosmetics and Jewelry. If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual. False eyelashes are prohibited. Fingernails should be clear and trimmed so as not to extend beyond the tips of the fingers. Fingernail polish, if worn, shall be clear. Female officers may wear small post earrings. Necklaces shall not be visible when the uniform is worn.

25.5 Tattoos are allowed except on the face, neck, and scalp area. Any visible tattoo(s) must be covered if the maximum dimensions of the tattoo(s) or adjacent tattoo(s) are more than 3"x5" (as tested by placed a standard 3"x5" notecard over the tattoo). Any visible tattoo must not be

potentially offensive to the community, as determined by the Chief of Police or designee. Tattoos cannot feature any obscenity or political statements. Covering tattoos to meet the standard must be done using apparel or makeup approved by the department. Any exception must be approved by the Chief of Police.

Article 26

REPLACEMENT OF PERSONAL PROPERTY

26.1 Policy. An employee, while on duty and acting within the scope of employment, who suffers damage or destruction of the employee's watch or prescription eyewear, or such other items of personal property as have been given prior approval by the University as being required by the employee to adequately perform the duties of the position, will be reimbursed or have such property repaired or replaced as provided herein. A written report must be filed detailing the circumstances under which such property was damaged or destroyed.

26.2 Specific Reimbursement Allowances and Approvals.

A. Upon proper documentation by the employee of the amount expended, the University shall authorize reimbursement for repair or replacement of such property, not to exceed the following amounts:

1. Watch - up to \$200;
2. Prescription eye wear - up to \$300 (including any required examination);
3. Other Items - The Chief of Police shall have final authority to determine the reimbursement value of any items other than watches or prescription eye wear; and
4. Total allowable per incident - \$500.

B. Such reimbursement shall be made with the approval of the Chief of Police. Approval shall not be unreasonably withheld.

Article 27

NO STRIKE

27.1 No Strike Agreement. Neither the PBA nor any of its officers or agents nor Members covered by this Agreement, nor any other employees covered by this Agreement, will instigate, promote, sponsor, or engage in any prohibited activities as defined in Section 447.203(6), Florida Statutes.

27.2 Penalty. Any or all employees who violate any provision of the law prohibiting strikes, or of this Article, will be subject to disciplinary action up to and including discharge, and any such disciplinary action by the University shall not be subject to the Grievance Procedure established herein.

Article 28 PREVAILING RIGHTS

28.1 All pay and benefits provisions published in the University Employment Policies which cover employees, and which are not specifically provided for or modified by this Agreement or by the Legislature shall be in effect during the term of this Agreement.

28.2 Any claim by an employee concerning the application of such provisions shall not be subject to the Grievance Procedure of this Agreement but shall be subject to the method of review prescribed by the University Employment Policies, or other appropriate administrative or judicial remedy.

Article 29 MANAGEMENT RIGHTS

The PBA agrees that the University has, and will continue to retain, whether exercised or not, the right to determine unilaterally the purpose of the University, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations, It is the right of the University to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons, except as abridged or modified by the express provisions of this Agreement; provided, however, that the exercise of such rights shall not preclude an employee or employee representative from raising a grievance on any such decision which violates the terms and conditions of this Agreement.

Article 30 TOTALITY OF AGREEMENT

30.1 The University and the PBA acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to present proposals with respect to any and all matters lawfully subject to collective bargaining, and that all of the understandings and agreements arrived at by the University and the PBA thereby are set forth in this Agreement, and that it shall constitute the entire and sole Agreement between the parties for its duration,

30.2 The University and the PBA, during the term of this Agreement, voluntarily and unqualifiedly waive the right, and agree that the other shall not be obligated, to bargain collectively with respect to any subject or matter whether or not referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement.

Modifications. Nothing herein shall preclude the University or the PBA from mutually agreeing to alter, amend, supplement, delete, enlarge, or modify any of the provisions of this Agreement in writing.

Article 31 SAVINGS CLAUSE

If any provision of this Agreement should be rendered or declared invalid, unlawful, or not enforceable by any court action or by reason of any existing or subsequently enacted legislation; or if the appropriate governmental body having amendatory power to change a law, rule, or regulation which is in conflict with a provision of this Agreement, fails to enact or adopt an enabling amendment to make the provision effective, in accordance with Section 447.309(3), Florida Statutes; then such provision shall not be applicable, performed, or enforced, but the remaining parts or portions of this Agreement shall remain in full force and effect for the term of this Agreement.

Article 32 DURATION

32.1 This Agreement shall be effective upon ratification by both parties and shall remain in full force and effect for three years from that date. The following shall be subject to renegotiation on an annual basis beginning on February 1, of each year:

- A. Wages (Article 22)
- B. Benefits (Article 23)
- C. Up to two (2) additional articles are chosen by each party.

32.2 Negotiations for a successor Agreement shall begin no later than October 1, of the year

preceding the expiration of the contract. If the University and the PBA fail to secure a successor Agreement prior to the expiration date of this Agreement, the parties may agree in writing to extend this Agreement for any period of time.

32.3 The parties recognize that during the term of this Agreement situations may arise which require that terms and conditions not specifically and clearly set forth in this Agreement must be clarified or amended. Under such circumstances, the Association is specifically authorized by bargaining unit members to enter into the settlement of grievance disputes or memorandum of understanding that clarifies or amends this Agreement, without having to be ratified by bargaining unit members.

Collective Bargaining Agreement
between The University of West Florida
And
The Florida Benevolent Associate, Inc.
Certification Number 2138, Law Enforcement Unit

DATE OF CBA ONCE RATIFIED

This agreement has been ratified by:

For the University of West Florida Board of Trustees:

_____	_____
Jamie C Sprague, Chief Negotiator, University of West Florida	Date

_____	_____
UWF President	Date

_____	_____
UWF BOT Chair	Date

For the Police Benevolent Association, Inc.:

_____	_____
PBA Representative	Date

_____	_____
UWF PBA Representative	Date

APPENDIX
UNIVERSITY OF WEST FLORIDA

APPENDIX A

PBA REPRESENTED CLASSES

The parties have agreed that the following class codes are included within the bargaining units indicated, and that this list may be amended by agreement of the parties or by order of the Florida Public Employees Relations Commission:

Law Enforcement Certification No. 2138 :

All law enforcement officers of the University of West Florida certified pursuant to Chapter 943, Florida Statutes, in the following classifications:

CLASSCODE

8519

CLASS TITLE

Law Enforcement Sergeant

APPENDIX
UNIVERSITY OF WEST FLORIDA

APPENDIX B

UNIVERSITY OF WEST FLORIDA PBA DUES DEDUCTIONS AUTHORIZATION

I, _____

(Full Name - Print)

(Social Security Number)

an employee of the University Police Department directs the University, to deduct from my regular biweekly or monthly salary the membership dues and other authorized deductions, if any, as established from time to time by the employee organization certified to represent the bargaining unit indicated.

The University is directed to begin the deduction that is appropriate for the option selected below with the first pay period following the date this authorization form is received by the University and to continue said deduction until: 1) revoked by me at any time upon 30 days written notice to the University, 2) my transfer, promotion or demotion out of this bargaining unit, 3) the termination of my employment, or 4) revoked pursuant to Section 447.507, Florida Statutes. The deductions made pursuant to this authorization shall be transmitted to the employee organization certified to represent this unit.

Law Enforcement

Payroll Deduction Code 0678

MY SIGNATURE HEREON IS AUTHORIZATION FOR THE UNIVERSITY OF WEST FLORIDA TO
RELEASE MY SOCIAL SECURITY NUMBER IN REPORTING DUES DEDUCTIONS.

Date

Signature

Distribution of Copies:

Original: University

Copy: Association

APPENDIX C
UNIVERSITY OF WEST FLORIDA

STEP 1 GRIEVANCE FORM PBA

This grievance form must be filed with Human Resources. This grievance was received and filed with the University Human Resources by (CHECK ONE):

MAIL (CIRCLE ONE: certified, registered, restricted delivery, return receipt requested); OR

PERSONAL DELIVERY. Personal Delivery requires signature of recipient.

Received by: _____ Date: _____

Faxed documents do not constitute an appropriate format for filing of grievances.

GRIEVANT NAME: _____
Off. Tel. No. _____

DEPT/DIV: _____

GRIEVANT'S DESIGNATED
REPRESENTATIVE NAME:

Off. Tel. No.

DEPT/DIV: _____

OFFICE ADDRESS: _____

All University communications shall go to the Grievant's designated representative at the above address.

STATEMENT OF GRIEVANCE - must cite the specific Articles and Sections of the Agreement allegedly violated and the specific acts or omissions giving rise to the allegations:

APPENDIX C
UNIVERSITY OF WEST FLORIDA

REMEDY SOUGHT:

(See next page for additional requirements)

AUTHORIZATION

I will be represented in this grievance by: (check one - representative must sign on appropriate line):

PBA _____

Myself _____

Other _____

I UNDERSTAND AND AGREE THAT BY FILING THIS GRIEVANCE, I WAIVE WHATEVER RIGHTS I MAY HAVE UNDER CHAPTER 120 OF THE FLORIDA STATUTES WITH REGARD TO THE MATIERS I HAVE RAISED HEREIN AND UNDER ALL OTHER UNIVERSITY PROCEDURES WHICH MAY BE AVAILABLE TO ADDRESS THESE MATIERS.

Signature of Grievant(s)

Date

(The grievance will not be processed unless signed by the grievant.)

The Step 1 decision shall be transmitted to Grievant's Designated Representative by personal delivery with written documentation of receipt or by certified mail, return receipt requested. A copy of this decision shall be sent to grievant and the local PBA Chapter if grievant elected not to be represented by PBA.

APPENDIX D
UNIVERSITY OF WEST FLORIDA

STEP 2 GRIEVANCE FORM PBA

This grievance form must be filed with Human Resources. This grievance was received and filed with the University Human Resources by (CHECK ONE):

MAIL (CIRCLE ONE: certified, registered, restricted delivery, return receipt requested); OR PERSONAL DELIVERY. Personal Delivery requires signature of recipient.

Received by- - - - - Date, - - - - -

Faxed documents do not constitute an appropriate format for filing of grievances.

GRIEVANT NAME:

Off. Tel. No.

DEPT/DIV:

GRIEVANT'S DESIGNATED
REPRESENTATIVE NAME:

Off. Tel. No.

DEPT/ DIV:

OFFICE ADDRESS:

All University communications shall go to the Grievant's Designated Representative at the above address.

STATEMENT OF GRIEVANCE - must cite the specific Articles and Sections of the Agreement allegedly violated and the specific acts or omissions giving rise to the allegations:

REMEDY SOUGHT:

APPENDIX D
UNIVERSITY OF WEST FLORIDA

(See page 2 for additional requirements)

AUTHORIZATION

I will be represented in this grievance by: (check one - representative must sign on appropriate line):

PBA _____

Myself _____

Other _____

1 UNDERSTAND AND AGREE THAT BY FILING THIS GRIEVANCE, 1
WAIVE WHATEVER RIGHTS 1 MAY HAVE UNDER CHAPTER 120 OF
THE FLORIDA STATUTES WITH REGARD TO THE MATTERS 1 HAVE RAISED HEREIN AND
UNDER ALLOTHER UNIVERSITY PROCEDURES WHICH MAY BE AVAILABLE TO ADDRESS
THESE MATTERS.

Signature of Grievant(s)

Date

(The grievance will not be processed unless signed by the grievant.)

The Step 2 decision shall be transmitted to Grievant's Designated Representative by personal delivery with written documentation of receipt or by certified mail, return receipt requested. A copy of this decision shall be sent to grievant and the local PBA Chapter if grievant elected not to be represented by PBA.

APPENDIX E
UNIVERSITY OF WEST FLORIDA

NOTICE OF ARBITRATION PBA

This grievance form must be filed with Human Resources. This grievance was received and filed with the University Human Resources by (CHECK ONE):

MAIL (CIRCLE ONE: certified, registered, restricted delivery, return receipt requested); OR PERSONAL DELIVERY. Personal Delivery requires signature of recipient.

Received by- - - - - Date, - - - - -

Faxed documents do not constitute an appropriate format for filing of grievances.

The Police Benevolent Association (PBA) hereby gives notice of its intent to proceed to proceed to arbitration in connection with the decision of the University dated and received by the Grievant's Designated Representative on _____ in the grievance of:

NAME: _____

University File No. _____

The following statement of issue(s) before the Arbitrator is proposed:

Signature of PBA Representative Date

I hereby authorize the PBA to proceed to arbitration with my grievance. I also authorize the PBA and the University or its representatives to use, during the arbitration proceedings, copies of any materials in my personnel file pertinent to this grievance and to furnish copies to the arbitrator.

Signature of Grievant(s) Date

(This request for arbitration will not be processed unless signed by grievant.)

For the PBA

Date

This notice should be sent to:

For the PBA Date

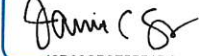
For the UWF Date

University of West Florida Human
Resources Building 20 E

For the UWF Date

All articles in the UWF-PBA Sergeant Collective Bargaining Agreement have been tentatively agreed by both parties:

DocuSigned by:

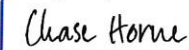


40506C00F5554D4...
Jamie C Sprague, Chief Negotiator
Sr. Associate Vice President/CHRO
University of West Florida

04/06/2026

Date

Signed by:



E7D03E6ED24E4FF...
Chase Horne, Chief Negotiator
PBA Sergeant Union

04/08/2026

Date

**Board of Trustees
Full Board Meeting
April 23, 2026**

Authorization to Sign Checks

Recommended Action:

Adopt Resolution 2026.3 to authorize the specified officers and employees of the University of West Florida to sign checks effective April 27, 2026.

Background Information:

Section 1011.42(7), Florida Statutes, regarding University depositories; deposits into and withdrawals from depositories, states in relevant part:

“The university board of trustees shall specifically designate and spread upon the minutes of the board the legal name and position title of any university employee authorized to sign checks to pay legal obligations of the university.”

In accordance with this statute, the University of West Florida recommends updating the list of authorized check signers to reflect current leadership and organizational changes.

Current Authorized Check Signers (approved June 12, 2025):

- Manny Diaz, Jr., Interim President
- Betsy Bowers, Vice President, Division of Finance and Administration
- Jeffrey Djerlek, Senior Associate Vice President/Controller
- Sharon Jordan, Associate Controller

Proposed Authorized Check Signers effective April 27, 2026:

- Manny Diaz, Jr., President
- Dan Lucas, Vice President, Division of Finance and Administration
- Jeffrey Djerlek, Senior Associate Vice President/Controller
- Sharon Jordan, Associate Controller

Implementation Plan:

The updated list of authorized signatories will be communicated to all relevant financial institutions by the Division of Finance and Administration. Signature cards and bank documentation will be updated accordingly. Internal accounting and disbursement systems will also be adjusted to reflect the changes. No additional implementation steps are required.

Fiscal Implications:

There are no direct fiscal implications associated with this action. This update is procedural and ensures proper authorization of financial transactions in compliance with state regulations. Ongoing fiscal oversight remains with the University of West Florida Board of Trustees.

Relevant Authority:

FL BOG Regulation 1.001 University Boards of Trustee Powers and Duties
Florida Statutes, Chapter 1010.01 Uniform Records and Accounts
Florida Statutes, Chapter 1010.02, Financial Accounting and Expenditures
Florida Statutes 1011.42 (2) University Depositories; Deposits and Withdrawals from Depositories

Supports Strategic Direction(s):

Strategic Direction 6: Operational Excellence

Documents:

1. Resolution 2026.3
2. FL BOG Regulation 1.001, University Boards of Trustee Powers and Duties
3. Florida Statutes, Chapter 1010.01, Uniform Records and Accounts
4. Florida Statutes, Chapter 1010.02, Financial Accounting and Expenditures
5. Florida Statutes 1011.42 (2), University Depositories; Deposits and Withdrawals from Depositories

Prepared by:

Kristie Johnson, Board of Trustees Liaison, Director of the Office of the President,
kjohnson8@uwf.edu

Presenter:

Jeffrey Djerlek, Senior Associate Vice President for Finance & University Controller



RESOLUTION

A RESOLUTION OF THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES TO AUTHORIZE SIGNATORIES OF CHECKS; AUTHORIZING THE PRESIDENT AND STAFF TO TAKE FURTHER ACTIONS CONSISTENT WITH THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE

The undersigned, being the duly appointed and acting University of West Florida Board of Trustees (the "Board") at a meeting duly held pursuant to notice and a quorum being present, do hereby make the following resolutions:

BE IT RESOLVED:

Section 1. Findings.

The Board hereby finds as follows:

(a) The Board is responsible for the governance of the University of West Florida (the "University"), a constituent institution of the State University System of Florida.

(b) Pursuant to Section 1011.42(7), Florida Statutes, the University "shall specifically designate and spread upon the minutes of the board the legal name and position title of any university employee authorized to sign checks to pay legal obligations of the university."

(c) The Board desires to update the authorized signatories for checks, payments, and transfers of funds respecting the designated depository for deposit of funds for the University.

Section 2. Authorization to Sign Checks

(a) The following officers of the University of West Florida are authorized to sign checks drawn on all accounts held at the financial institution indicated below, provided such expenditures are authorized under applicable University policies and State regulations:

Manny Diaz, Jr., President
Dan Lucas, Vice President, Division of Finance and Administration
Jeffrey Djerlek, Senior Associate Vice President/Controller
Sharon Jordan, Associate Controller

- (b) Each of the designated employee's authority will automatically terminate when the employee is no longer employed by the University in the specified position or when such authority is terminated by the Board or by the President or his/her designee with notice to the Board, whichever is sooner. The Vice President and Chief Financial Officer, in consultation with the Chief Audit Executive, shall approve internal controls for withdrawals and transfers of funds.

Section 3. Authorization of Further Actions Consistent Herewith.

The President of the University, attorneys, and other agents or employees of the University and the Board are hereby authorized and directed to do all acts and things required of them by this resolution, or desirable or consistent with the requirements thereof, for the full, punctual, and complete performance of all the terms, covenants, and agreements contained in this Resolution, including execution of such documents, certificates, contracts, and legal opinions, and other material delivered in connection with the financial institution's requirements for the designated individuals to have authority to sign checks on behalf of The University of West Florida Board of Trustees.

Section 4. Repealing Clause.

All resolutions of the Board or parts thereof in conflict with the provisions herein contained are, to the extent they conflict herewith, hereby superseded and repealed.

Section 5. Effective Date.

This Resolution shall take effect immediately upon adoption this 23rd day of April, 2026.

**UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES**

By: _____
Chair

CERTIFICATE OF THE CORPORATE SECRETARY

The undersigned President of the University of West Florida and Corporate Secretary of the University of West Florida Board of Trustees, does hereby certify that the

attached resolution is a true and accurate copy as adopted by the University of West Florida Board of Trustees on April 23, 2026.

**UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES**

By: _____
President and Corporate Secretary

1.001 University Board of Trustees Powers and Duties

(1) Pursuant to Article IX, section 7(c), Florida Constitution, the Board of Governors shall establish the powers and duties of the board of trustees as set forth herein and as may be established in Board of Governors' regulations. This regulation supersedes the delegation of authority to the boards of trustees contained in the Board of Governors' Resolution dated January 7, 2003. The intent of this regulation is to delegate powers and duties to the university boards of trustees so that the university boards have all of the powers and duties necessary and appropriate for the direction, operation, management, and accountability of each state university.

(2) Composition of Boards; Membership and Organization.

- (a) Each university shall be administered by a board of trustees, consisting of thirteen members dedicated to the purposes of the State University System. Each university board of trustees includes six members appointed by the Governor and five members appointed by the Board of Governors, all of whom must be confirmed by the Senate. All trustees are required to attend a Board of Governors orientation session, preferably prior to service on the university board. The chair of the faculty senate, or the equivalent, and the president of Student Government, or the equivalent, are also members. Board of trustee members shall serve staggered terms of five years and may be reappointed for subsequent terms, except for the faculty and student representatives who shall serve for the duration of the term of their respective elected offices. All members are public officers subject to the requirements of the Florida Code of Ethics.
- (b) Each board of trustees shall select its chair and vice chair from the appointed members. Each chair shall serve for two years and may be reselected for one additional consecutive two-year term. Any exception to this term of office must be approved by a two-thirds vote of the board of trustees.
- (c) The duties of the chair shall include presiding at all meetings of the board of trustees, calling special meetings of the board of trustees, attesting to actions of the board of trustees, and notifying the Board of Governors or the Governor, as applicable, in writing whenever a board member has three consecutive unexcused absences from regular board meetings in any fiscal year, which may be grounds for removal as provided in section 1001.71, Florida Statutes.
- (d) The university president shall serve as the chief executive officer to the board of trustees and shall be responsible to the board of trustees for all operations of the university and for setting the agenda for meetings of the board of trustees in consultation with the chair.
- (e) Members of the boards of trustees shall receive no compensation but may be reimbursed for travel and per diem expenses as provided in section 112.061, Florida Statutes.
- (f) Each board of trustees shall establish the powers and duties of the university president.

- (g) Each board of trustees shall be a public body corporate with all the powers of a body corporate, including the power to adopt a corporate seal, to contract and be contracted with, to sue and be sued, to plead and be pleaded in all courts of law and equity, and to give and receive donations. In all suits against the board of trustees, service of process shall be made on the chair of the board of trustees or on a university designee.
- (h) Each board of trustees shall be primarily acting as an instrumentality of the state pursuant to section 768.28, Florida Statutes, for purposes of sovereign immunity.
- (i) Each board of trustees is subject to the public records and open meetings requirements set forth in Article I, section 24 of the Florida Constitution and laws implementing that section.
- (j) Each board of trustees shall keep and, within two weeks after a board meeting, post prominently on the university's website detailed meeting minutes for all meetings, including the vote history and attendance of each trustee, as provided in section 1001.71, Florida Statutes.

(3) University Administration and Oversight.

- (a) Each board of trustees shall be responsible for the administration of its university in a manner that is dedicated to, and consistent with the university's mission which shall be otherwise consistent with the mission and purposes of the State University System as defined by the Board of Governors.
- (b) Each board of trustees may establish committees of the board to address matters including, but not limited to, academic and student affairs, strategic planning, finance, audit, property acquisition and construction, personnel, and budgets.
- (c) Each board of trustees shall adopt a strategic plan in alignment with the Board of Governors' systemwide strategic plan and regulations, and the university's mission. University strategic plans shall be submitted to the Board of Governors for approval.
- (d) Each board of trustees shall prepare an accountability plan and submit updates on an annual basis for consideration by the Board of Governors. The accountability plan shall outline the university's top priorities, strategic directions, and specific actions for achieving those priorities, as well as progress towards previously approved institutional and System-wide goals.
- (e) Each board of trustees shall have a policy addressing conflicts of interest for its members.
- (f) Each board of trustees shall maintain an effective information system to provide accurate, timely, and cost-effective information about the university, and shall require that all data and reporting requirements of the Board of Governors are met.

- (g) Each board of trustees may promulgate regulations and procedures related to data and technology, including information systems, communications systems, computer hardware and software, and networks.
- (h) Each board of trustees is authorized to secure comprehensive general liability insurance.
- (i) Each board of trustees may provide for payment of the cost of civil actions against officers, employees, or agents of its board.
- (j) Each board of trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.
- (k) Each board of trustees may govern traffic on the grounds of the university and in other areas in accordance with law and any mutual aid agreements entered into with other law enforcement agencies.
- (l) Each board of trustees shall be responsible for campus safety and emergency preparedness, to include safety and security measures for university personnel, students, and campus visitors.
- (m) Each board of trustees is authorized to create divisions of sponsored research and establish policies regulating the administration and operation of the divisions of sponsored research.

(4) Academic Programs and Student Affairs.

- (a) Each board of trustees shall adopt university regulations or policies, as appropriate, in areas including, but not limited to:
 - 1. authorization and discontinuance of degree programs;
 - 2. articulation and access;
 - 3. admission and enrollment of students;
 - 4. minimum academic performance standards for the award of a degree;
 - 5. student financial assistance;
 - 6. student activities and organizations;
 - 7. student records and reports;
 - 8. antihazing, related penalties, and program for enforcement;
 - 9. reasonable accommodation of religious observances; and
 - 10. uniform student code of conduct and related penalties. Such regulations or policies shall be consistent with any applicable Board of Governors' regulations.
- (b) Each board of trustees shall establish a committee to periodically review and evaluate the student judicial system. At least one-half of the members of the committee shall be students appointed by the student body president.

- (c) Each board of trustees shall approve the internal procedures of student government organizations.
- (d) Each board of trustees of an institution with an intercollegiate athletics program, shall require that institutional control and oversight of its intercollegiate athletics program is in compliance with the rules and regulations of their respective athletic conference or association. The university president is responsible for the administration of all aspects of the intercollegiate athletics program.

(5) Personnel.

- (a) Each board of trustees shall provide for the establishment of the personnel program for all the employees of the university, including the president, which may include but is not limited to: compensation and other conditions of employment, recruitment and selection, non-reappointment, standards for performance and conduct, evaluation, benefits and hours of work, leave policies, recognition and awards, inventions and works, travel, learning opportunities, exchange programs, academic freedom and responsibility, promotion, assignment, demotion, transfer, tenure, and permanent status, ethical obligations and conflicts of interest, restrictive covenants, disciplinary actions, complaints, appeals and grievance procedures, and separation and termination from employment. To the extent allowed by law, university employees shall continue to be able to participate in the state group insurance programs and the state retirement systems.
- (b) Each board of trustees must ensure that its personnel program and the university's implementation of the program comply with section 1001.7415, Florida Statutes. Failure to comply with section 1001.7415, Florida Statutes, may subject the board of trustees and the university to the enforcement mechanisms in section 1008.322, Florida Statutes.
- (c) Each board of trustees shall act as the sole public employer with regard to all public employees of its university for the purposes of collective bargaining and shall serve as the legislative body for the resolution of impasses with regard to collective bargaining matters.
- (d) Each board of trustees shall select its university president subject to confirmation of the candidate by the Board of Governors and in accordance with the requirements of Regulation 1.002. A presidential search committee shall be appointed to make recommendations to the full board of trustees. The board of trustees shall select a candidate for confirmation by the Board of Governors. Prior to confirmation, the board of trustees shall submit a written description of the selection process and criteria, the qualifications of the selected candidate, and a copy of the proposed employment contract to the Board of Governors for its consideration in confirming the candidate. The candidate selected by the board of trustees shall be required to appear before the Board of Governors at the meeting where confirmation of the candidate will be considered. Such meeting will be held as soon as practicable to ensure a timely transition. Renewals of presidential employment contracts shall be subject to confirmation by the Board of

Governors and shall be limited to one-year terms.

- (e) In the event that a board of trustees selects an interim president, such selection is subject to confirmation of the candidate by the Board of Governors. If it is determined by the board of trustees to be in the best interests of the university, the interim president selected by the board may be delegated full authority to serve as the interim president during the period prior to confirmation by the Board of Governors. Continued service as interim president requires confirmation by the Board of Governors, and the candidate selected by the board of trustees shall be required to appear before the Board of Governors at the meeting where confirmation will be considered. Such meeting will be held as soon as practicable to ensure a timely transition.
 - (f) Each board of trustees shall develop guidelines for the annual evaluation of the president.
 - (g) Each board of trustees shall conduct an annual evaluation of the president. The chair of the board of trustees shall request input from the Chair of the Board of Governors, who may involve the Chancellor, during the annual evaluation process pertaining to responsiveness to the Board of Governors' strategic goals and priorities, and compliance with system wide regulations.
- (6) Financial Management.
- (a) Each board of trustees shall be responsible for the financial management of its university and shall submit an institutional budget request, including a request for fixed capital outlay, and an operating budget to the Board of Governors for approval in accordance with the guidelines established by the Board of Governors.
 - (b) Each board of trustees shall establish tuition and fees in accordance with regulations established by the Board of Governors.
 - (c) Each board of trustees shall establish waivers for tuition and fees pursuant to regulations established by the Board of Governors.
 - (d) Each board of trustees shall engage in sound debt management practices for the issuance of debt by the university and its direct support organizations and shall comply with the guidelines established by the Board of Governors in connection with the authorization, issuance and sale of university and direct support organization debt.
 - (e) Each board of trustees shall account for expenditures of all state, local, federal, and other funds in accordance with guidelines or regulations established by the Board of Governors, and as provided by state or federal law.
 - (f) Each board of trustees may enter into agreements for, and accept, credit card payments as compensation for goods, services, tuition, and fees.

- (g) Each board of trustees shall establish policies and procedures for the performance of annual internal audits of university finances and operations. All reports generated from such audits must be submitted to the Board of Governors after review and acceptance by the board of trustees, or its designee.
- (h) Each board of trustees and each direct support organization shall submit annual financial statements to the Board of Governors.

(7) Property and Purchasing.

- (a) Each board of trustees and university direct support organization must obtain prior approval from the Board of Governors before entering into a binding contractual obligation to improve real property that will result in the board or the direct support organization seeking a commitment of state funds for the development, construction, operation, or maintenance of an educational or research facility.
- (b) Each board of trustees shall have the authority to acquire real and personal property and contract for the sale and disposal of same, and approve and execute contracts for purchase, sale, lease, license, or acquisition of commodities, goods, equipment, and contractual services, leases of real and personal property, and construction. The acquisition may include purchase by installment or lease-purchase. Such contracts may provide for payment of interest on the unpaid portion of the purchase price.
- (c) With respect to state-funded real property acquisitions, each board of trustees may, with the consent of the Board of Trustees of the Internal Improvement Trust Fund, sell, convey, transfer, exchange, trade, or purchase real property and related improvements necessary and desirable to serve the needs and purposes of the university.
 - 1. The board of trustees may secure appraisals and surveys in accordance with the policies and procedures of the Board of Trustees of the Internal Improvement Trust Fund. Whenever the board of trustees finds it necessary for timely property acquisition, it may contract, without the need for competitive selection, with one or more appraisers whose names are contained on the list of approved appraisers maintained by the Division of State Lands in the Department of Environmental Protection.
 - 2. The board of trustees may negotiate and enter into an option contract before an appraisal is obtained. The option contract must state that the final purchase price may not exceed the maximum value allowed by law. The consideration for such an option contract may not exceed 10 percent of the estimate obtained by the board of trustees or 10 percent of the value of the parcel, whichever is greater, unless otherwise authorized by the board of trustees.

3. Title to property acquired by a university board of trustees prior to January 7, 2003, and to property acquired thereafter with state funds shall vest in the Board of Trustees of the Internal Improvement Trust Fund. With respect to all other real property acquired by a university, such property shall be titled in the name of the university board of trustees, or as the trustees of the university may deem appropriate.
- (d) Each board of trustees shall submit to the Board of Governors, for approval, plans for all new campuses and instructional centers.
 - (e) Each board of trustees shall administer a program for the maintenance and construction of facilities.
 - (f) Each board of trustees may exercise the right of eminent domain pursuant to the provisions of chapter 1013, Florida Statutes.
 - (g) Each board of trustees shall be responsible for the use, maintenance, protection, and control of, and the imposition of charges for, university-owned or university-controlled buildings and grounds, property and equipment, name trademarks and other proprietary marks, and the financial and other resources of the university.
 - (h) With respect to any funds or real or personal property designated by will, deed, agreement, or court appointment to be held in trust for the benefit of the university, or its students, faculty members, officers, or employees, or otherwise, or for any educational purpose, a university board of trustees is authorized to act as trustee with full legal capacity as trustee to administer such trust property and, in such event, the title there to shall vest in the board of trustees as trustee. In all such cases, the university board of trustees shall have the power and capacity to do and perform all things as fully as any individual trustee or other competent trustee might do or perform, and with the same rights, privileges, and duties including the power, capacity, and authority to convey, transfer, mortgage, or pledge such property held in trust and to contract and execute all other documents relating to said trust property which may be required for or appropriate to the administration of such trust or to accomplish the purposes of any such trust. Nothing herein shall be construed to authorize a board of trustees to contract a debt on behalf of, or in any way to obligate, the state; and the satisfaction of any debt or obligation incurred by the board as trustee under the provisions of this section shall be exclusively from the trust property, mortgaged or encumbered.
 - (i) Each board of trustees shall prepare and adopt a campus master plan pursuant to section 1013.30, Florida Statutes.
 - (j) Each board of trustees shall prepare, adopt, and execute a campus development agreement pursuant to section 1013.30, Florida Statutes.
 - (k) Each board of trustees may authorize the rent or lease of parking facilities, provided that such facilities are funded through parking fees or parking fines imposed by a university. A board of trustees may authorize a university to charge fees for parking at such rented or leased parking facilities and parking fines.

- (l) Each board of trustees shall promulgate regulations that establish basic criteria related to the procurement of commodities and contractual services.
 - (m) Each board of trustees shall be responsible for the fire safety and sanitation of public educational and ancillary plants.
- (8) Miscellaneous Powers and Duties.
- (a) Each board of trustees is authorized to form such corporate entities as are necessary to establish and maintain faculty practice plans for the collection, distribution, and regulation of fees generated by faculty members engaged in the provision of health care services to patients as an integral part of their academic activities and employment as faculty. Each such faculty practice plan must be adopted by the board of trustees in accordance with regulations of the Board of Governors and approved by the Board of Governors.
 - (b) Each board of trustees is authorized to establish direct support organizations and university health services support organizations and certify them to use university property, facilities, and services.
 - (c) Each board of trustees may establish educational research centers for child development.
 - (d) Each board of trustees is authorized to protect, develop, and transfer the work products of university personnel and other university agents and contractors, which authority shall include but not be limited to licensing, assigning, selling, leasing, or otherwise allowing the use of or conveying such work products and securing and enforcing patents, copyrights, and trademarks on such products. Each board of trustees shall have policies and procedures concerning the work products of university personnel that facilitate technology development and transfer for the public benefit. Such policies must include, without limitation, provisions that take into account the contributions of university personnel in the development of work products and that require any proceeds from such work products be used to support the research and sponsored training programs of the university.
 - (e) Each board of trustees is responsible for compliance with all applicable laws, rules, regulations, and requirements.
 - (f) Each board of trustees shall perform such other duties as provided by the Board of Governors, or as each board of trustees may determine are necessary or appropriate for the administration of the university so long as the trustees comply with any applicable laws and Board of Governors' regulations and policies.

Authority: Section 7(c), Art. IX, Fla. Const., Section 1001.7415, Florida Statutes;
History: Resolution 1-07-03, New 3-26-09, Amended 09-16-10, Amended 08-31-17,
Amended 11-09-22; Amended 11-09-23; Amended 03-27-24.

Select Year: 2025 ▼ Go

The 2025 Florida Statutes

[Title XLVIII](#)[EARLY LEARNING-20 EDUCATION CODE](#)[Chapter 1010](#)[FINANCIAL MATTERS](#)[View Entire Chapter](#)**1010.01 Uniform records and accounts.—**

(1)(a) The financial records and accounts of each school district, Florida College System institution, and other institution or agency under the supervision of the State Board of Education shall be prepared and maintained as prescribed by law and rules of the State Board of Education.

(b) The financial records and accounts of each state university under the supervision of the Board of Governors shall be prepared and maintained as prescribed by law and rules of the Board of Governors.

(2) Rules of the State Board of Education and rules of the Board of Governors shall incorporate the requirements of law and accounting principles generally accepted in the United States. Such rules shall include a uniform classification of accounts.

(3) Each state university shall annually file with the Board of Governors financial statements prepared in conformity with accounting principles generally accepted by the United States and the uniform classification of accounts prescribed by the Board of Governors. The Board of Governors' rules shall prescribe the filing deadline for the financial statements.

(4) Required financial accounts and reports shall include provisions that are unique to each of the following: K-12 school districts, Florida College System institutions, and state universities, and shall provide for the data to be reported to the National Center of Educational Statistics and other governmental and professional educational data information services as appropriate.

(5) Each school district, Florida College System institution, and state university shall establish and maintain internal controls designed to:

(a) Prevent and detect fraud, waste, and abuse as defined in s. [11.45\(1\)](#).

(b) Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

(c) Support economical and efficient operations.

(d) Ensure reliability of financial records and reports.

(e) Safeguard assets.

History.—s. 526, ch. 2002-387; s. 142, ch. 2007-217; s. 149, ch. 2011-5; s. 20, ch. 2019-15.

Select Year: 2025 ▼ Go

The 2025 Florida Statutes

[Title XLVIII](#)

EARLY LEARNING-20 EDUCATION CODE

[Chapter 1010](#)

FINANCIAL MATTERS

[View Entire Chapter](#)

1010.02 Financial accounting and expenditures.—

(1) All funds accruing to a school district or a Florida College System institution must be received, accounted for, and expended in accordance with law and rules of the State Board of Education.

(a) A school district may be subject to varying reporting frequencies based on its financial status, as determined in State Board of Education rule and as follows:

1. A school district identified as having a financial concern may be required to submit monthly financial reports.

2. A school district not identified as having a financial concern may not be required to submit financial reports more than once every quarter.

(b) The State Board of Education shall adopt rules to establish criteria for determining the financial status of school districts for the purpose of financial reporting.

(2) All funds accruing to a state university must be received, accounted for, and expended in accordance with law and rules of the Board of Governors.

History.—s. 528, ch. 2002-387; s. 144, ch. 2007-217; s. 150, ch. 2011-5; s. 13, ch. 2024-159.

Select Year: 2025 ▼ Go

The 2025 Florida Statutes

[Title XLVIII](#)[Chapter 1011](#)[View Entire Chapter](#)

EARLY LEARNING-20 EDUCATION CODE

PLANNING AND BUDGETING

1011.42 University depositories; deposits into and withdrawals from depositories.—

(1) The board of trustees of each university shall designate the depositories in which any university funds may be deposited. No bank shall be designated unless it is a qualified depository as provided by Florida Statutes.

(2) All funds received by a university, from whatever source and for whatever purpose, shall promptly be deposited in a board of trustees approved qualified depository.

(3) The board of trustees shall require an accurate and complete set of accounts to be maintained in the books and records for each fund on deposit in each university depository. Each account shall show the amount subject to withdrawal, the amount deposited, the amount expended, and the balance of the account.

(4) The university may maintain a separate checking account for each fund or may utilize a single checking account for the deposit and withdrawal of moneys from all funds and segregate the various funds on the books and records only. No check or withdrawal shall be drawn in excess of the balance to the credit of the appropriate fund.

(5) Funds awaiting clearing may be invested in investments earning interest in a qualified depository, in the State Treasury, and in the State Board of Administration. Investments of university funds shall comply with the requirements of Florida Statutes for the investment of public funds by local government. Due diligence shall be exercised to assure that the highest available amount of earnings is obtained on investments.

(6) The university president or his or her designee, after having been specifically authorized by the university board of trustees, may transfer funds from one depository to another, within a depository, to another institution, or from another institution to a depository for investment purposes and may transfer funds to pay expenses, expenditures, or other disbursements, evidenced by an invoice or other appropriate documentation.

(7) The university board of trustees shall specifically designate and spread upon the minutes of the board the legal name and position title of any university employee authorized to sign checks to pay legal obligations of the university.

History.—s. 638, ch. 2002-387; s. 3, ch. 2003-3; s. 155, ch. 2007-217.

**Board of Trustees
Full Board Meeting
April 23, 2026**

Name Change: Wright Family Institute for Global and Population Health

Recommended Action:

Motion: Approve the recommended name change of The Wright Family Institute for Global Population Health to The Wright Family Research Institute for Health and Technology.

Background Information:

The name change will better reflect the institute's focus and align with the Triumph Grant requirements.

Implementation Plan:

Upon Board of Trustees' approval, the re-naming of the institute will be announced and updated through communications, publications, signage, websites and other related materials.

Fiscal Implications:

N/A

Relevant Authority:

§267.062, Florida Statutes; BOG Reg. 9.005, Naming of Buildings and Facilities; BOT 08.04-02/24 Policy Concerning Naming Opportunities

Supports Strategic Direction(s):

Strategic Direction 1: Student Centered and Focused, Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs, and Strategic Direction 6: Operational Excellence.

Documents:

1. Memorandum: Request Approval for Name Change
2. Stephen and Mona Wright Gift Agreement, Amended April 2026
3. University Policy BOT-08.04-02/24 Naming Opportunities

Prepared by:

Sarah Schmuck, Executive Specialist, Office of Vice President, Division of University Advancement, (850) 474-3306; sschmuck@uwf.edu.

Presenter:

Tori Bennett, Interim Vice President, Division of University Advancement; Interim President, UWF Foundation, Inc.



Division of University Advancement
11000 University Parkway
Pensacola, FL 32514

MEMORANDUM

DATE: March 30, 2026

Signed by:

Manny Diaz

5C95CD42CF4D42C...

TO: Mr. Manny Diaz, Jr., University President
Office of the President

Signed by:

Tori Bennett

9877E2B4730B475...

FROM: Ms. Tori Bennett, Interim Vice President for University Advancement, and
Interim President, UWF Foundation, Inc.

RE: Request Approval for Name Change:
The Wright Family Research Institute for Health and Technology

In compliance with the UWF Board of Trustees Policy Concerning Naming Opportunities (BOT-08.04-02/24), the Interim Vice President for University Advancement requests the President's approval of a recommended name change as follows:

To change the name of The Wright Family Institute for Global and Population Health to
The Wright Family Research Institute for Health and Technology

This name change will better reflect the institute's focus and will better align with Triumph Grant requirements.

According to the Naming Opportunity Policy BOT-08.04-02/24:

III. Permanency of Names

A. Removal, Revocation, or Renaming

The duration of a donor's or honoree's name ordinarily continues for as long as the campus Element is in use in the same manner and for the same purpose for which the naming occurred. A recommendation to change or alter in any way the name of a previously named Element must be initiated by the President and approved by the BOT. As naming authority lies with the BOT, so does the authority and responsibility to remove, revoke, or rename. University representatives will make all reasonable efforts to inform the original donor/honoree or their designee(s) in advance of any changes of this nature.

office 850.474.3306
fax 850.474.2714

uwf.edu/advancement

An Equal Opportunity/Equal Access Institution



UWF Foundation, Inc.
UNIVERSITY *of* WEST FLORIDA

STEPHEN AND MONA WRIGHT GIFT AGREEMENT

This gift agreement serves as an amendment to the agreement originally executed on July 1, 2024. The purpose of this amendment is to reflect a change in the name of the institute. This gift agreement documents Stephen and Mona Wright's intention to make a significant gift to the University of West Florida to support the **Wright Family Research Institute for Health and Technology**. This agreement complies with the university's naming policy. In the unlikely event that the institute ceases to exist, the Vice President for the Division of University Advancement will work with the Wright Family to consider an alternative recognition.

i. Stephen and Mona Wright's primary intentions are as follows:

- Establish a dedicated operational endowment for the Wright Family Research Institute for Health and Technology.
 - This endowment would assist the institute in achieving the University's research goals and enhance UWF's reputation regionally, nationally, and globally.
- Engage in high-impact global and regional public health studies to inform policy and support collective impact to improve public health.
- The institute should consistently maintain multiple substantial projects with active funding.
- Demonstrate growth in educational outreach regionally and abroad.
- Host multiple public-facing functions annually.
- The Board of the Institute would serve in a strategic capacity – involved in making high-level decisions, setting goals, and providing guidance to ensure the Institute's success.
- The expertise and talents of the Wright family will continue to play a pivotal role in shaping the Institute's future.

ii. The University of West Florida will recognize Stephen and Mona Wright with the following recognitions:

- The institute would be named the Wright Family Research Institute for Health and Technology.
- The naming will be announced and prominently publicized by UWF.
- The naming would be prominently featured in UWF publications and donor reports.
- Signage will be created, and the named institute will appear on websites and be included in promotional materials.
- The Wright Family will be honored guests at appropriate dedications, donor recognitions, and VIP university events.

iii. This pledge will be fulfilled in the following manner:

- The total gift amount is \$500,000.
- A pledge of \$150,000 with a minimum gift of \$10,000 per annum for 15 years from the date of the agreement.
- The balance due on this commitment will be fulfilled via Resolution Life Insurance and Policy #2007280.
- Naming recognition benefits will be conferred after requisite board approvals and execution of this agreement and receipt of the first payment. Naming recognition is contingent on the satisfaction of payment obligations per this agreement.

Signed by:

Stephen Wright

946DE4A93DD34BD...

Stephen Wright

04/01/2026

Date

Signed by:

Mona Wright

5DBCED8FA2EE483...

Mona Wright

04/01/2026

Date

Signed by:

Tori Bennett

9877E2B4730B475...

Tori Bennett

*Interim Vice President, University Advancement
Interim President, UWF Foundation, Inc.*

04/01/2026

Date

For information contact UWF Foundation, Inc.,
11000 University Parkway, Pensacola, Florida, 32514
850.474.3118



UNIVERSITY POLICY BOT-08.04-02/24

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Naming Opportunities

RESPONSIBLE OFFICE: University Advancement

I. Purpose:

It is the intention of the University of West Florida (the “University”) to honor and recognize outstanding support of and service to the University through the naming of Elements that support the institutional mission. Naming recognition may be extended to individuals (living or deceased), corporations, foundations, and others. This policy sets forth guidelines for naming opportunities at the University.

II. Definitions:

Element – includes, but is not limited to, University Facilities, educational units, scholarships, and endowments that support the institutional mission of the University.

University Facility – has the same meaning as the definition of the term in Board of Governors (“BOG”) Regulation 9.005, Naming of Buildings and Facilities.

III. Policy:

A. General Policies

1. The University may grant permanent or temporary naming recognition in connection with a University Facility, college, school, department, center, institute, program, or other major unit if the minimum requirements are met. The naming of these Elements requires recommendation of the President and the approval of the Board of Trustees (“BOT”). The BOT reserves the right to deny naming rights even if minimum requirements are met.
2. Any name recommended for consideration under these guidelines must be one that would bring distinction and honor to the University and must be consistent with the mission, values, and traditions of the University.

3. The naming of any Element shall be in accordance with the provisions of applicable Florida statutes and BOG regulations. Endowments do not require the approval of the BOT.
4. The naming of any University Facility must be approved by the BOT as a noticed, non-consent agenda item.
5. The Foundation may set minimum gift requirements for naming opportunities. Information pertaining to minimum requirements can be obtained from the Foundation.

B. Naming in Recognition of Outstanding Service (Non-gift related honorary)

1. Non-gift related naming should be reserved for individuals who are of recognized accomplishment and character. University Elements may be named in recognition of outstanding service by someone who has distinguished themselves through significant contributions of the community, profession or the University. Because of the public visibility and significance associated with such prestigious recognition, the University should only recognize those who have attained achievements of distinction and who are held in high esteem for their integrity and ethical standards as determined in the University's sole discretion.
2. An Element may not be named on a non-gift related basis for an active member or employee of the BOG or an active trustee, employee, or student of the University.
3. Prior to recommending a naming based on outstanding service to the University, the President will seek the counsel of the Honorary Awards and Recognition Committee ("HARC").

C. Naming in Recognition of Financial Support (Gift-related honorary)

1. Gift-related naming of a University Facility for an individual, family, corporation, foundation, or organization requires a gift of 25% or more of the total construction cost of the University Facility. In the case of a gift for a University Facility that is to be named with funds required for construction or renovation, naming rights may be requested once a charitable gift of sufficient magnitude has been received to commence the project.
2. A naming in recognition of financial support will be presented to the President by the Vice President for University Advancement upon certification of the University of West Florida Foundation (the "Foundation"). The President will then make a recommendation to the BOT for consideration. Naming proposals will be consistent with University policies and will not only reflect the donor's financial support, but also the donor's commitment to the mission, values, and traditions of the University.
3. The Foundation shall have the latitude to approve a multi-year payment plan for the establishment of an endowment at the major gift level, as determined by the

Foundation. All gift agreements shall contain language specifying that naming recognition is contingent on satisfaction of the donor's payment obligations.

4. A named fund may be established in response to an initial gift toward a good faith pledge.

D. Additional Naming Opportunities

1. Additional naming opportunities may be approved at the sole discretion of the President or the President's designee. These opportunities shall include campus spaces such as classrooms, laboratories, seminar rooms, conference rooms, offices, and similar spaces, and other Elements such as scholarships, assistantships, fellowships, lectureships, professorships, and chairs. Prior to approving such an opportunity, the President may, but is not required to, seek the advice of the HARC.
2. Naming of benches, fountains, gardens, walkways, theatre seats, and other such structures and spaces shall be addressed, developed, and implemented on a case-by-case basis by staff with the approval of the President or designee. The appropriate minimum gift level will be calculated based on a variety of factors including, but not limited to, location, structure, scale, and function.

III. Permanency of Names

Unless a fixed term is provided for the gift agreement, every name assigned to a facility, activity, or program is intended to be enduring. However, it is foreseeable that situations may arise whereby the University determines that the naming period has concluded.

A. Removal, Revocation, or Renaming

The duration of a donor's or honoree's name ordinarily continues for as long as the campus Element is in use in the same manner and for the same purpose for which the naming occurred. A recommendation to change or alter in any way the name of a previously named Element must be initiated by the President and approved by the BOT. As naming authority lies with the BOT, so does the authority and responsibility to remove, revoke, or rename. University representatives will make all reasonable efforts to inform the original donor/honoree or their designee(s) in advance of any changes of this nature.

Circumstances that may lead to consideration of a name removal, revocation or renaming may include, but shall not be limited to:

1. A significant renovation or addition to a previously-named space may lead to renaming of the space in recognition of another donor. Appropriate recognition of prior donors and honorees shall be taken into consideration in recognition in nearby, adjacent, or newly redeveloped areas.

2. Any legal impropriety by a donor or honoree may result in naming revocation if disassociation is warranted and in the best interest of the University in the University's sole discretion.
3. A donor's inability to fulfill financial obligations associated with a gift for a named Element will make the naming subject to reconsideration by the Foundation and the University.
4. Actions by a person and/or company that are no longer in alignment with the University's mission and fundamental values or that bring discredit to the University.
5. If the University determines the named Element has exceeded its useful life or the continued use has become impossible or impractical, demolition or the discontinuation of a program or activity may result.
6. An individual or a corporation has a name change or is dissolved.

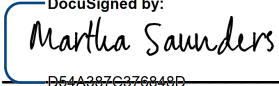
B. Term Naming

1. Term or temporary naming of physical structures or other campus Elements may be considered based on the length of period of naming and an assessment of market value associated with the Element.
2. In appropriate instances, a naming may be granted for a predetermined fixed term, usually 3-10 years. At the end of the term, the naming recognition shall expire but may be renewed with the same or new name. The accompanying gift agreement should clearly specify the period of time for which the Element will be named.

IV. Other Considerations

- A. The Division of University Advancement will work with the Foundation to ensure that naming related actions will be copied to University Archives for proper retention and preservation for archival and research purposes.
- B. The Division of University Advancement and the Foundation are responsible for the applicable donor recognition of gifts made to benefit the University.
- C. Each naming opportunity should take into consideration a sufficient budget to allow for fabrication and installation of lettering, signage, map updates and other appropriate designations. New signage, plaques or markers should conform to University guidelines and design standards relating to campus graphics and shall be coordinated through the Office of Institutional Communications.
- D. The Vice President for the Division of University Advancement, in consultation with the President, shall have the discretion to determine whether a deferred gift shall be considered in deciding to name a University Facility or part thereof.

Approved by the University of West Florida Board of Trustees on February 15, 2024.

Approved by:  Dr. Martha D. Saunders **Date:** 02/15/2024

Authority: BOG Reg. 9.005, Naming of Buildings and Facilities
§267.062, Florida Statutes

Cross Ref.: None

History: Adopted June 2011; revised May 2014, May 2017, and February 2024.

Last Review: February 2024

**Board of Trustees
Full Board Meeting
April 23, 2026**

Proposed Increase to the Student Athletic Fee

Recommended Action:

Motion: Approve a proposed \$2 per credit hour increase in the student athletic fee to support the transition to Division I athletics.

Background Information:

In January 2026, the University established an ad hoc Student Athletic Fee Committee, jointly appointed by President Manny Diaz, Jr. and the Student Government Association President, Trista Bennett, to evaluate a potential increase to the student athletic fee in connection with a possible transition to Division I (DI) athletics. This approach was taken as a precautionary and forward-looking measure given the University's active exploration of DI membership and the absence of viable conference alternatives at the time.

The committee was structured to comply with statute and ensure strong student representation, with at least half of its members appointed by the Student Government Association (SGA) President. The committee convened twice, once in January and once in February 2026, to review relevant information and deliberate on the potential fee adjustment.

During its meetings, the committee received comprehensive briefings to inform its decision-making, including:

- An overview of the history, structure, and trajectory of the University's athletics program, presented by the Associate Vice President of Athletics, Dave Scott; and
- A review of student fee history, structure, and statutory considerations, presented by Dan Lucas, Vice President of Finance and Administration.

At its February 10, 2026, meeting, the Associate Vice President of Athletics, Dave Scott provided a detailed overview of the operational, competitive, and financial implications of transitioning to Division I athletics. As part of this discussion, a proposed increase of \$2.00 per credit hour to the student athletic fee, consistent with statutory parameters, was presented as a contingency measure, to be implemented only in the event the University formally advanced to Division I.

Following discussion, the committee voted unanimously to recommend approval of the proposed \$2.00 per credit hour increase, contingent upon the University's transition to Division I athletics.

On April 2, 2026, the University publicly announced its decision to move to Division I athletics, with implementation in Fall 2026.

In alignment with the committee's recommendation and the University's confirmed transition to Division I athletics, the proposed action before the Board of Trustees is to approve a \$2.00 per credit hour increase to the student athletic fee.

Implementation Plan:

Upon approval by the Board of Trustees, the \$2.00 per credit hour increase to the student athletic fee will be implemented beginning in the Fall 2026 term and applied through the University's standard tuition and fee assessment process.

Fiscal Implications:

The fee increase provides a dedicated revenue stream restricted to supporting the University's transition to Division I athletics and associated athletic program costs.

Relevant Authority:

Section 1009.24, Florida Statutes

Florida Board of Governors Regulation 7.003, Fees, Fines and Penalties

Supports Strategic Direction(s):

Strategic Direction 1: Student Centered and Focused

Strategic Direction 4: Community and Economic Engagement

Strategic Direction 5: Infrastructure

Documents:

1. SAFC Agenda 2026.01.22
2. SAFC Meeting Minutes 2026.01.22
3. SAFC Agenda 2026.02.10
4. SAFC Meeting Minutes 2026.02.10

Prepared by:

Dr. Mary Anderson, Vice President, Division of Academic Engagement and Student Affairs,
manderson1@uwf.edu

Presenter:

Dr. Mary Anderson, Vice President, Division of Academic Engagement and Student Affairs



Student Athletic Fee Committee

Date: Thursday, January 22, 2026

Time: 8:00 a.m.

Location: Bldg. 10, Room 131 Conference Room

Agenda

- I. Meeting convened (Committee Chair)
- II. Introductions of committee members
- III. Overview of Committee (Committee Chair)
 - a. Charge and responsibilities
 - b. Scope of authority related to student athletic fees
- IV. Sunshine Law Overview (Interim General Counsel)
- V. Overview of University Athletic Program (Associate Vice President for Athletics)
- VI. History of Student Athletic Fees (Vice President of Finance & Administration)
 - a. Current fees
 - b. Previous fee increases
- VII. Follow Up Meeting and Next Steps (Committee Chair)
 - a. Follow up meeting
 - b. Presentation on the proposed plan for transition to Division I
 - c. Committee discussion and vote on a proposed student athletic fee increase
- VIII. Adjournment

Student Athletic Fee Committee

Meeting Minutes

Date: Thursday, January 22, 2026

Time: 8:00 a.m.

Location: Building 10, Room 131, Conference Room and via Zoom

Call to Order

The meeting was called to order at 8:00 a.m. by the Committee Chair.

1. Introductions

Committee members introduced themselves for the record. The following were in attendance:

Dr. Mary Anderson, Interim Vice President & Dean of Students, Academic Engagement and Student Affairs (Committee Chair)

Janice Gilley, UWF Board of Trustees (Committee Member)

Katie Condon, Assistant Vice President of Enrollment Affairs (Committee Member)

Jean-Marc Trouillot, Student (Committee Member)

Willie Tubbs, Faculty (Committee Member)

Gabi Moulton, Student (Committee Member)

Dave Scott, Associate Vice President for Athletics

Julie Sheppard, Interim General Counsel

Daniel Lucas, Vice President of Finance & Administration

Cody Titus, Paralegal, Office of the General Counsel

AJ Saelzler, Student (Committee Member, not in attendance)

2. Public Comment

Chair Anderson noted that the meeting was being conducted in accordance with Florida's Sunshine Law and asked whether there was any public comment. No public comment was received.

3. Overview of the University Athletic Program

Dave Scott, Associate Vice President for Athletics, presented an overview of the University's athletic program, including current sports offerings, participation levels, and alignment with institutional goals. The presentation was informational in nature. No action was taken.

4. Overview of Committee

Chair Anderson provided an overview of the ad-hoc committee's charge and responsibilities, including the scope of authority related to student athletic fees. Chair Anderson emphasized that the committee's role is advisory and includes reviewing information, evaluating, and making recommendations regarding any proposed changes to student athletic fees relating solely to a divisional sports change.

5. History of Student Athletic Fees

Daniel Lucas, Vice President of Finance & Administration, reviewed the history of student athletic fees, including:

- Current athletic fee levels
- Prior fee increases
- General context for how athletic fees support program operations

Committee members asked clarifying questions related to fee trends and historical context.

6. Sunshine Law Overview

Julie Sheppard, Interim General Counsel, provided an overview of Florida's Sunshine Law requirements, including open meeting and public records obligations, and reminded committee members to refrain from discussions outside of noticed meetings. Sheppard also reviewed committee composition requirements, including that at least 50% of the committee must be students and that the Committee Chair votes only in the event of a tie.

7. Final Questions from the Committee

Committee members asked final clarifying questions regarding athletic fee revenue generation and media-related matters. The discussion was informational in nature. No action was taken.

8. Follow-Up Meeting and Next Steps

The Committee Chair outlined next steps, including:

- Scheduling a follow-up meeting on Thursday, February 5 at 8:00 a.m.
- A future presentation on the proposed plan for transition to Division I athletics
- A planned committee discussion and potential vote on a proposed student athletic fee increase at a subsequent meeting

No vote was taken at this meeting.

Adjournment

There being no further business, the meeting was adjourned at 8:25 a.m.



Student Athletic Fee Committee

Date: Tuesday, February 10, 2026

Time: 8:00 a.m.

Location: Bldg. 10, Room 131 Conference Room and via Zoom

Agenda

- I. Call to order and role call
- II. Public comment
- III. Approval of minutes from 1.22.2026
- IV. Athletic Director Presentation on status of divisional change and recommendations re: Athletic Fee Increase
- V. Committee Questions and Discussion
- VI. Committee Action Items and Vote
- VII. Future Meetings, if applicable
- VIII. Adjournment

Student Athletic Fee Committee

Meeting Minutes

Date: Tuesday, February 10, 2026

Time: 8:00 a.m.

Location: Building 10, Room 131, Conference Room and via Zoom

Call to Order

The meeting was called to order at approximately 8:00 a.m. by the Committee Chair.

1. Attendance

The following were in attendance:

Dr. Mary Anderson, Interim Vice President & Dean of Students, Academic Engagement and Student Affairs (Committee Chair)

Janice Gilley, UWF Board of Trustees (Committee Member)

Katie Condon, Assistant Vice President of Enrollment Affairs (Committee Member)

AJ Saelzler, Student (Committee Member)

Jean-Marc Trouillot, Student (Committee Member)

Willie Tubbs, Faculty (Committee Member)

Gabi Moulton, Student (Committee Member)

Dave Scott, Associate Vice President for Athletics

Julie Sheppard, Interim General Counsel

Daniel Lucas, Vice President of Finance & Administration

Cody Titus, Paralegal, Office of the General Counsel

2. Public Comment

Chair Anderson noted that the meeting was being conducted in accordance with Florida's Sunshine Law and asked whether there was any public comment. No public comment was received.

3. Overview of the University Athletic Program

Dave Scott, Associate Vice President for Athletics, presented an overview of the University's potential move to Division I athletics. Scott proposed \$2 athletic fee increase, contingent on the University's transition to Division I athletics.

4. Committee Discussion and Vote

The floor was opened to the committee to ask clarifying questions regarding the proposed fee. A motion was made to increase the athletic fee by \$2 per credit hour, contingent on the University's transition to Division I athletics. The motion unanimously passed by the committee.

5. Future Meetings

The Committee Chair outlined next steps, including:

- The committee chair said no future meetings of this committee are necessary at this time.

6. Adjournment

There being no further business, the meeting was adjourned at approximately 8:30 a.m.

**Board of Trustees
Full Board Meeting
April 23, 2026**

Amendment of University Policy BOT-12.02

Recommended Action:

Approve the amendment of University Policy BOT-12.02, Board of Trustees Public Comment Policy, as presented.

Background Information:

This policy was identified as needing review to clarify: the manner in which the public may appear to comment, the place on the agenda for comment, the deadline to register for comments, and the total time allotted for comment. The policy was last reviewed and revised in September of 2023.

Implementation Plan:

Becomes effective upon approval of the Board.

Fiscal Implications:

None.

Relevant Authority:

§286.0114, Fla. Stat.

Supports Strategic Direction(s):

Strategic Direction 6: Operational Excellence

Strategic Direction 7: Culture of Respect and Civility

Documents:

1. BOT-12.02 BOT Public Comment - redline
2. BOT-12.02 BOT Public Comment – clean
3. §286.0114, Fla. Stat.

Prepared by:

Kristie Johnson, Board of Trustees Liaison, kjohnson8@uwf.edu

Presenter:

Julie Sheppard, Esq.



UNIVERSITY POLICY BOT-12.02-[~~date~~April 23, 2026]

TO: The University of West Florida Community

FROM: ~~Dr. Martha D. Saunders~~President Manny Diaz, Jr., President

SUBJECT: Board of Trustees Public Comment

RESPONSIBLE OFFICE: Board of Trustees

I. Purpose:

To establish a policy concerning public comment at public meetings of the University of West Florida Board of Trustees (BOT).

II. Policy:

In accordance with Section 286.0114, Fla. Stat., this policy establishes a reasonable opportunity for the public to be heard on a proposition before the BOT. The opportunity to be heard need not occur at the same meeting at which the BOT takes official action on the proposition as long as the opportunity exists during the decision-making process and is within reasonable proximity in time before the meeting at which the BOT takes official action.

These requirements do not apply to emergency actions affecting the public health, safety, or welfare if compliance with the requirements would cause an unreasonable delay in the ability of the BOT to act or when exemptions are allowed by law.

A. Chair Authority

1. ~~The Chair of the BOT will designate a specific time or times during the meeting for public comment~~To encourage public participation, a public comment period will be held at the beginning of each meeting session, providing members of the public an opportunity to address the full board and any committees scheduled to meet during that session.
2. The BOT will limit public comment to the proposition on the agenda and before the BOT at that time or will hold a public forum for agenda items in advance of the official decision by the BOT.
3. The BOT also may allow public comment during a meeting for the public to provide comments on matters not noticed on the agenda before addressing agenda items.

4. Individual speakers will be limited to three minutes unless, in the Chair's absolute discretion, it is necessary and appropriate to reduce each speaker's time to two minutes due to the number of persons that intend to speak on that topic or agenda item.

5. The total time allotted for public comment in any meeting may be limited if the Chair determines that a time limit is necessary due to the number of registered speakers.

6. The Chair may limit the number of speakers on the same topic or require a group to designate a representative to speak on their behalf, but that does not require the BOT to allot additional time to the spokesperson.

~~5.7.~~Members of the public who wish to comment for in-person meetings must appear in-person at the location specified in the meeting Public Notice. Out-of-town speakers can provide written public comments in advance of the meeting to be disseminated to the BOT.

~~6.8.~~The BOT is not required to respond to comments.

~~7.9.~~The BOT may institute other parameters as required and applicable by Florida law.

B. Procedures for Speakers

1. Members of the public must ~~provide-submit~~ a written form to the BOT administration liaison 24 hours in advance of virtual meetings and at least 15 minutes prior to the beginning ~~of the public comment period noted on the agenda~~of the call to order at an in-person meeting.

2. Speakers are required to provide their name, address, and relationship to the University for the record.

~~2.3.~~Individuals must address their comments to the BOT only.

~~3. All speakers must state their name and address for the record.~~

4. All speakers should be tasteful, truthful, and concise.

5. Individuals can waive comment in support, opposition, or neutrality when their name is called by the Chair.

Approved by: _____

Date: _____

Authority: §286.0114, Fla. Stat.



UNIVERSITY POLICY BOT-12.02-[April 23, 2026]

TO: The University of West Florida Community

FROM: President Manny Diaz, Jr.

SUBJECT: Board of Trustees Public Comment

RESPONSIBLE OFFICE: Board of Trustees

I. Purpose:

To establish a policy concerning public comment at public meetings of the University of West Florida Board of Trustees (BOT).

II. Policy:

In accordance with Section 286.0114, Fla. Stat., this policy establishes a reasonable opportunity for the public to be heard on a proposition before the BOT. The opportunity to be heard need not occur at the same meeting at which the BOT takes official action on the proposition as long as the opportunity exists during the decision-making process and is within reasonable proximity in time before the meeting at which the BOT takes official action.

These requirements do not apply to emergency actions affecting the public health, safety, or welfare if compliance with the requirements would cause an unreasonable delay in the ability of the BOT to act or when exemptions are allowed by law.

A. Chair Authority

1. To encourage public participation, a public comment period will be held at the beginning of each meeting session, providing members of the public an opportunity to address the full board and any committees scheduled to meet during that session.
2. The BOT will limit public comment to the proposition on the agenda and before the BOT at that time or will hold a public forum for agenda items in advance of the official decision by the BOT.
3. The BOT also may allow public comment during a meeting for the public to provide comments on matters not noticed on the agenda before addressing agenda items.

4. Individual speakers will be limited to three minutes unless, in the Chair's absolute discretion, it is necessary and appropriate to reduce each speaker's time to two minutes due to the number of persons that intend to speak on that topic or agenda item.
5. The total time allotted for public comment in any meeting may be limited if the Chair determines that a time limit is necessary due to the number of registered speakers.
6. The Chair may limit the number of speakers on the same topic or require a group to designate a representative to speak on their behalf, but that does not require the BOT to allot additional time to the spokesperson.
7. Members of the public who wish to comment for in-person meetings must appear in-person at the location specified in the meeting Public Notice. Out-of-town speakers can provide written public comments in advance of the meeting to be disseminated to the BOT.
8. The BOT is not required to respond to comments.
9. The BOT may institute other parameters as required and applicable by Florida law.

B. Procedures for Speakers

1. Members of the public must submit a written form to the BOT administration liaison 24 hours in advance of virtual meetings and at least 15 minutes prior to the beginning of the call to order at an in-person meeting.
2. Speakers are required to provide their name, address, and relationship to the University for the record.
3. Individuals must address their comments to the BOT only.
4. All speakers should be tasteful, truthful, and concise.
5. Individuals can waive comment in support, opposition, or neutrality when their name is called by the Chair.

Approved by: _____ **Date:** _____

Authority: §286.0114, Fla. Stat.

Cross Ref.: [other UWF policies or regulations, if applicable]

History: Established September 2013; revised September 2023, and April 2026

Last Review: April 23, 2026

Select Year: 2025 ▼ Go

The 2025 Florida Statutes

[Title XIX](#)[Chapter 286](#)[View Entire Chapter](#)[PUBLIC BUSINESS](#)[PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS](#)**286.0114 Public meetings; reasonable opportunity to be heard; attorney fees.—**

(1) For purposes of this section, “board or commission” means a board or commission of any state agency or authority or of any agency or authority of a county, municipal corporation, or political subdivision.

(2) Members of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission. The opportunity to be heard need not occur at the same meeting at which the board or commission takes official action on the proposition if the opportunity occurs at a meeting that is during the decisionmaking process and is within reasonable proximity in time before the meeting at which the board or commission takes the official action. This section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies adopted by the board or commission, as provided in subsection (4).

(3) The requirements in subsection (2) do not apply to:

(a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act;

(b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;

(c) A meeting that is exempt from s. [286.011](#); or

(d) A meeting during which the board or commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

(4) Rules or policies of a board or commission which govern the opportunity to be heard are limited to those that:

(a) Provide guidelines regarding the amount of time an individual has to address the board or commission;

(b) Prescribe procedures for allowing representatives of groups or factions on a proposition to address the board or commission, rather than all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;

(c) Prescribe procedures or forms for an individual to use in order to inform the board or commission of a desire to be heard; to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses; or

(d) Designate a specified period of time for public comment.

(5) If a board or commission adopts rules or policies in compliance with this section and follows such rules or policies when providing an opportunity for members of the public to be heard, the board or commission is deemed to be acting in compliance with this section.

(6) A circuit court has jurisdiction to issue an injunction for the purpose of enforcing this section upon the filing of an application for such injunction by a citizen of this state.

(7)(a) Whenever an action is filed against a board or commission to enforce this section, the court shall assess reasonable attorney fees against such board or commission if the court determines that the defendant to such action acted in violation of this section. The court may assess reasonable attorney fees against the individual filing

such an action if the court finds that the action was filed in bad faith or was frivolous. This paragraph does not apply to a state attorney or his or her duly authorized assistants or an officer charged with enforcing this section.

(b) Whenever a board or commission appeals a court order that has found the board or commission to have violated this section, and such order is affirmed, the court shall assess reasonable attorney fees for the appeal against such board or commission.

(8) An action taken by a board or commission which is found to be in violation of this section is not void as a result of that violation.

History.—s. 1, ch. 2013-227.

**Board of Trustees
Full Board Meeting
April 23, 2026**

University of West Florida 2026 Accountability Plan

Recommended Action:

Motion: Approval of the UWF 2026 Accountability Plan

Background Information:

The Accountability Plan is an annual report that is closely aligned with the Board of Governors' 2030 System Strategic Plan. This report enhances the System's commitment to accountability and strategic planning by fostering greater coordination between institutional administrators, University Boards of Trustees and the Board of Governors regarding each institution's direction and priorities as well as performance expectations and outcomes on institutional and system-wide goals.

Once an Accountability Plan is approved by each institution's respective Boards of Trustees, the Board of Governors will review and consider the plan's narrative strategy, metric goals and enrollment plans for approval, excluding those sections of the Plan that require additional regulatory or procedural approval pursuant to law or Board regulations.

The UWF Board of Trustees' acceptance of this Accountability Plan does not constitute approval of any particular component, nor does it supersede any necessary approval processes that may be required for each component.

The Provost will also provide an update on the Performance Based Funding Metrics.

Implementation Plan:

The BOT-approved UWF 2026 Accountability is due to BOG by May 1, 2026.

Fiscal Implications:

Performance Based Funding metrics reported on the Accountability Plan are used to calculate the points used in the allocation of PBF funds.

Relevant Authority:

Section 7(d), Art. IX, Fla. Const., Section 1001.92; Section 1008.46, Florida Statutes
Florida Board of Governors Regulations 2.002 & 5.001

Supports Strategic Direction(s):

Strategic Direction 1: Student Centered and Focused

Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs

Strategic Direction 4: Community and Economic Engagement

Documents:

1. UWF 2026 Accountability Plan

Prepared by:

Christophe Lizen, Assistant Vice President, Institutional Research, clizen1@uwf.edu,
850.474.2901

Presenter:

Dr. Jaromy Kuhl, Senior Vice President and Provost

2026 ACCOUNTABILITY PLAN

UNIVERSITY OF
WEST FLORIDA

For BOT Approval April 23rd, 2026





Table of Contents

INTRODUCTION	3
STRATEGY	4
Mission Statement	4
Statement of Strategy	4
ONE SUS: Areas of Expertise Progress	5
Graduation Rate Improvement Plan Update	6
Key Achievements for Last Year (Student, Faculty, Program, Institutional).....	7
Enrollment Strategy	8
PERFORMANCE-BASED FUNDING METRICS.....	9
KEY PERFORMANCE INDICATORS	12
ENROLLMENT PLANNING	19
DEFINITIONS	22



INTRODUCTION

The Accountability Plan is an annual report that is closely aligned with the Board of Governors' 2030 System Strategic Plan. This report enhances the System's commitment to accountability and strategic planning by fostering greater coordination between institutional administrators, University Boards of Trustees and the Board of Governors regarding each institution's direction and priorities as well as performance expectations and outcomes on institutional and System-wide goals.

Once an Accountability Plan is approved by each institution's respective Boards of Trustees, the Board of Governors will review and consider the plan for approval, excluding those sections of the Plan that require additional regulatory or procedural approval pursuant to law or Board regulations.

Beginning with the 2023 Accountability Plans, all universities must comply with Recommendation II of the Board's Civil Discourse Final Report adopted by the Board in January 2022.

Recommendation II recommends that "each university's Accountability Plan ... include a specific endorsement of the Board's Statement of Free Expression, as well as a clear expectation for open-minded and tolerant civil discourse throughout the campus community." This statement may appear in any of these narrative portions: Mission, Statement of Strategy; or Strengths, Opportunities, and Challenges.



STRATEGY

Mission Statement

UWF delivers a learner-focused university education that enables students from varied backgrounds to meet their career and life goals. UWF research and community partnerships advance the body of knowledge and enhance the prosperity of the region and the state.

Statement on Civil Discourse and Free Expression

UWF supports and encourages a full and open discourse and the robust exchange of ideas and perspective on our respective campuses. The principles of freedom of speech and freedom of expression in the United States and Florida Constitutions, in addition to being legal rights, are an integral part of our three-part university mission to deliver a high-quality academic experience for our students, engage in meaningful and productive research, and provide valuable public service for the benefit of our local communities and the state.

Statement of Strategy

UWF will continue to fulfill its mission by employing the following strategies:

1. Build programs of distinction that enhance UWF's reputation for educational innovation and excellence. Develop and retain a culture that supports research and creativity. Augment and invest in programs that meet professional, scholastic and workforce needs. Optimize internal and external support to promote teaching and learning activities, research, service, strategic innovation and other endeavors that serve the greater good and the SUS Strategic Plan.
2. Provide high-quality learning and high-impact practices that inspire students to become engaged global citizens and successful professionals. UWF will align resources to deliver support services and learning opportunities that will ensure students have access, continuity and success while earning degrees.
3. Strengthen and expand partnerships that multiply UWF's impact and visibility in the community as an educational, cultural and economic center. Enhance the region's education, economy, culture, health and well-being through endeavors beyond campus borders while attracting visitors to campus. Inspire partnerships that open pathways to employment for UWF students and graduates.
4. Attract, retain and develop high-quality faculty and staff. Recognize and reward faculty and staff for their contributions to student development, scholarly or professional achievements and community partnerships.
5. Promote UWF's properties as desirable destinations for educational, cultural, professional and personal activities. Invest in and steward UWF's natural, technical, intellectual and physical capital and infrastructure.
6. Provide effective and timely business and operational services informed by best practices. Ensure student and employee safety and continuity of operations from natural disasters or catastrophic events. Assure accountability of operations and outcomes to appropriate internal and external stakeholders.
7. Maintain a welcoming and respectful environment for employees, students, visitors and service partners. Ensure a commitment to open-minded and tolerant civil discourse.



STRATEGY (cont.)

ONE SUS: Areas of Expertise Progress

The University of West Florida (UWF) has established three key areas of expertise: Cybersecurity, Public Archaeology and Community Heritage, and Computational Intelligence. Each area demonstrates strong progress in academic innovation and research impact.

Cybersecurity is UWF's first area of expertise and a nationally recognized strength. UWF is home to the first stand-alone Department of Cybersecurity in the State University System and offers a robust portfolio of programs, including an NCAE-designated and ABET-accredited B.S. in Cybersecurity, an M.S. in Cybersecurity, and interdisciplinary certificates across multiple colleges. The UWF Center for Cybersecurity expanded its mission to become the UWF Center for Cybersecurity and AI and lead AI-enabled cybersecurity research and workforce development. The Center has earned national recognition for workforce development, certification training, and outreach, securing more than \$45.9 million in external funding over the past 10 years.

Recent milestones demonstrate continued momentum. This year, the Center for Cybersecurity and AI secured more than \$12 million in external funding and is a key partner in the university's \$32.5 million Triumph Gulf Coast award. UWF is expanding its academic offerings with a new B.S. in Cybersecurity at the Fort Walton Beach location, as well as launching undergraduate and graduate AI in Cybersecurity certificates and a new specialization in Fall 2026. UWF is the second university in the nation to receive NSA NCAE approval for the new B.S. in Cybersecurity - AI specialization as an approved Cyber-AI Program of Study. The Triumph award will also support the hiring of additional cybersecurity faculty, further strengthening capacity and impact.

Public Archaeology and Community Heritage represents UWF's second area of expertise and reflects its longstanding leadership in Gulf Coast heritage. This interdisciplinary initiative integrates archaeology, history, museum studies, cultural resource management, and emerging technologies. The program serves as a national model for applied heritage scholarship, grounded in five pillars: applied learning and workforce development, technology integration, military and veteran engagement, public impact, and cultural-natural heritage integration. In 2025-2026, the program held 72 public outreach events, brought in 661K in grant funding, and involved over a hundred students and 200 community volunteers in 65 individual projects, including the search for the Jacksonian-era Fort Kirkland which involved the training of veterans from Task Force Dagger Special Operations Foundation in fieldwork. A key milestone this year is the hiring of a public historian who will help expand programming, strengthen partnerships, and further advance this area of distinction.

Computational Intelligence is UWF's third area of expertise, spanning multiple departments, programs, and research centers. This area positions UWF at the forefront of innovation in artificial intelligence, machine learning, big data analytics, robotics, advanced computing, and population health modeling.

Significant progress has been made this year. A \$32.5 million Triumph Gulf Coast award established the Center for Computational Intelligence, supporting the hiring of research scientists, postdoctoral fellows, and Ph.D. students. The funding also contributes to a new 50,000-square-foot research facility that will house both the Center for Computational Intelligence and the Center for Cybersecurity and AI, along with additional labs and research space. Faculty hiring is underway across key areas, including Intelligence Systems and Robotics, Computer Science, and Cybersecurity and IT. In addition, faculty affiliated with Computational Intelligence have secured more than \$10 million in research funding, further demonstrating the strength and growth of this area.



STRATEGY (cont.)

Graduation Rate Improvement Plan Update

Bold, data-driven innovation is transforming student success in measurable and meaningful ways. Graduation outcomes have reached historic highs, highlighted by a 7.3 percentage point increase in the 4-year graduation rate—rising from 47.4% for the 2017 cohort to 54.7% for the 2021 cohort—and a 7.6 percentage point gain in the 3-year transfer graduation rate, climbing from 56.5% for the 2018 cohort to 64.1% for the 2022 cohort. Most notably, 6-year Pell student outcomes have surged by 13.8 percentage points, from 45% for the 2015 cohort to 58.8% for the 2019 cohort, underscoring a strong and sustained commitment to student achievement.

Central to these outcomes is the Office of Academic Advocacy & Graduation Success (AAGS), formally established in Fall 2023, which leads university-wide graduation initiatives and partners with colleges, advising units, and student support services to ensure a coordinated approach. Academic advocates, assigned to each college, provide proactive, high-touch support, monitor registration patterns and credit accumulation, and connect students to financial, academic, and personal resources to address barriers in real time. These efforts directly support students' persistence and on-time degree completion.

Predictive analytics and technology continue to amplify UWF's impact on student success. The Knack peer tutoring platform provides targeted support for high-drop, withdrawal, fail, and incomplete courses, offering timely, on-demand tutoring that reinforces course success. Continuous enhancements to the Predictive Analytics and Modeling (PAM) Lab dashboard enable advocates, support staff, and advisors to identify and intervene with at-risk students through early warning alerts. The Mainstay chatbot scales communication, delivering reminders, motivational nudges, and targeted outreach to key undergraduate students, while supporting institutional priorities, such as completion of the Florida Civic Literacy Exam (FCLE) and re-engagement of stop-out students. Together, these tools provide actionable guidance and resources that help students persist and graduate.

To improve completion rates on the FCLE, UWF uses a dedicated dashboard and proactive outreach to track students required to complete it. Students are further supported through the FCLE Prep Part of Term course, which provides written and audio reviews of U.S. constitutional democracy, founding documents, landmark Supreme Court cases, and test-taking strategies. Among prep course participants, 86% are scheduled to take the exam within two weeks of course completion, and 68% have passed, with most remaining students scheduled or in progress. The AAGS/Mainstay chatbot reinforces learning with reminders, motivational nudges, and messaging on the FCLE's importance as a graduation requirement. Additionally, strategic efforts by Persistence and Academic Success Services ensure students complete the FCLE within their first year. Continued use of structured preparation, proactive communication, and technology-driven interventions supports full completion of this critical graduation requirement.

Looking forward, UWF will continue to expand and refine the use of technology and data-driven strategies to support student success, ensuring continued improvement in graduation rates and alignment with the SUS System degree completion goals for SUS 2030.



STRATEGY (cont.)

Key Achievements for Last Year (Student, Faculty, Program, Institutional)

STUDENT ACHIEVEMENTS

1. Lousindy Mitton, a graduate student in M.S. Cybersecurity, was the first student in UWF's history to be awarded the Foreign Affairs Information Technology Fellowship, a highly competitive fellowship that prepares future leaders to leverage technology in advancing U.S. foreign policy objectives.
2. Thanks to a \$250,000 Department of State grant, UWF's Archaeology Institute led a team of students, faculty, archaeologists and local veterans to search for Fort Kirkland, a lost historical site important to preserving a piece of Northwest Florida's history.
3. The student-managed Argo Bond Fund and Argo Small Fund both placed second and the Argo Growth Bond placed third among 130 universities at the 2025 Quinnipiac University Global Asset Management Education's Global Portfolio Competition in New York City.
4. A team of electrical and computer engineering students worked with the Naval Surface Warfare Center to create a RoboBoat kit, getting more high school students interested and engaged in marine robotics.

FACULTY ACHIEVEMENTS

1. Four UWF researchers earned a place on Stanford/Elsevier's Top 2% Scientist Rankings lists. The list identified Dr. Jim Spain, Dr. Frank Gilliam, Dr. Amitabh Mishra and Dr. Allysha Winburn as leading researchers in their fields worldwide.
2. The UWF Center for Cybersecurity and AI's Dr. Eman El-Sheikh was appointed by the Global Council for Responsible Artificial Intelligence as Global Ambassador for the U.S.. In her role, she guides ethical integration of AI to ensure alignment with societal well-being.
3. For the first time in UWF history, a professor was awarded the national 2025 Mathematical and Computing Sciences Early Career Faculty Mentor Award, recognizing Dr. Shusen Pu's significant mentorship of undergraduate students.

PROGRAM ACHIEVEMENTS

1. UWF's B.S. in Information Technology was accredited by the Computing Accreditation Commission of ABET, a recognized global accreditor of college and university programs in applied science, computing, engineering and engineering technology. The School of Education received accreditation for educator preparation programs by the Council for the Accreditation of Educator Preparation.
2. UWF received approval for a \$3.3 million Triumph grant for a new Water and Vessel Engineering research program which will connect faculty and students with watercraft industry leaders like American Magic, assist organizations in recruiting a skilled workforce and provide access to research.
3. UWF celebrated the grand opening of the Sandy Sansing Sports Medicine Center, a \$6 million facility expansion created to enhance the quality of care for UWF student-athletes.

INSTITUTIONAL ACHIEVEMENTS

1. UWF ranked in the top 10 of public institutions in the region by U.S. News and World Report and ranked No. 3 among all 12 Florida SUS institutions by the Florida Board of Governors' 2024-25 performance-based funding model. UWF was also recognized as a Gold-level Military Friendly School and designated as a Military Spouse Friendly school for 2025-2026.
2. UWF was designated a Research 2: High Spending and Doctorate Production institution by the Carnegie Foundation for the Advancement of Teaching. The recognition highlights the outstanding contributions of the research faculty in advancing knowledge and innovation.
3. UWF was awarded a \$2 million grant from the Tourist Development Council through the Tourist Development Tax program to support the construction of the future Darrell Gooden Stadium. The stadium will elevate the student experience and serve as a hub for community engagement.



STRATEGY (cont.)

Enrollment Strategy

The University of West Florida achieved another historical enrollment milestone in 2025 by exceeding its targets with a 5% overall increase in degree-seeking enrollment. This growth is rooted in a comprehensive focus on student retention and graduation initiatives, new student recruitment, and operational enhancements while simultaneously aligning the university's academic portfolio with regional and state workforce needs. A central pillar of this year's success was our continued commitment to operational excellence, characterized by the merger of graduate and undergraduate admissions to create a unified Office of University Admissions. This restructuring, paired with enhancements to system integrations among our AI Chatbot, SIS, and CRM systems, allows for greater scalability of automated communication campaigns and personalized concierge services that coach students through the complexities of re-enrollment, admissions, and financial aid. These operational enhancements directly contributed to a more supportive environment by reducing barriers to entry and success.

The effectiveness of these strategies is most evident in the success in expanding access and social mobility. By emphasizing FAFSA completion and offering competitive financial aid packages that minimize student debt, UWF saw the percentage of FTIC completing the FAFSA rise from 89% in 2024 to 92% in 2025. This focus also led to a 3 percentage point increase in the percentage of new Pell-eligible transfer students. While undergraduate enrollment grew by 4% overall, the university strategically maintained the new freshman class size comparable to 2024, utilizing predictive analytics and retention data to drive recruitment strategies, ensuring recruited students are positioned for long-term success. Furthermore, new transfer student enrollment grew by 12%, underlining UWF's commitment to streamlined transfer pathways. This was enhanced by the addition of new program-specific transfer pathways with Pensacola State College, Gulf Coast State College, and St. Petersburg College.

Enrollment increases can also be attributed to UWF's commitment to workforce development, demonstrated through new degree and certificate programs. The university introduced a B.S. in Civil Engineering and a B.S.B.A. in Financial Planning, as well as workforce-based certificates in AI, Data, and Instructional Design. These efforts were mirrored in the graduate sector, which experienced a 6% increase in overall enrollment. Specific programs saw dramatic growth, including a 105% increase in M.S. in Nursing, a 67% increase in Nursing Leadership, a 29% increase in Exceptional Student Education, and a 5% increase in Engineering Master's programs.

Looking ahead to 2026 and beyond, UWF anticipates incremental growth through 2030 while remaining agile to potential fluctuations within specific student populations. We continue to navigate a complex and evolving enrollment landscape with data-driven adjustments that ensure long-term institutional stability. Our forward-looking strategies remain firmly aligned with the BOG SUS 30 Strategic Plan, underscoring our commitment to student success, broad academic access, and fulfillment of workforce demands. By prioritizing optimization of our operational infrastructure, UWF is prepared to meet the challenges of an uncertain environment while delivering high-value outcomes for our students and the state of Florida.



PERFORMANCE-BASED FUNDING METRICS

1. Percent of Bachelor's Graduates Enrolled or Employed (\$40,000+)

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
ACTUAL	72.5	74.1	79.8	80.1	80.1	.	.	.	.	.
APPROVED GOALS	.	.	75.0	78.0	80.0	81.0	81.0	82.0	82.0	.
PROPOSED GOALS	.	.	.	.	.	81.0	81.0	82.0	82.0	83.0

2. Median Wages of Bachelor's Graduates Employed Full-time

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
ACTUAL	45,500	48,800	53,000	54,000	54,600	.	.	.	.	.
APPROVED GOALS	41,000	46,000	49,000	50,000	54,500	55,000	55,500	56,000	56,500	.
PROPOSED GOALS	.	.	.	.	.	55,000	55,500	56,000	56,500	57,000

3. Average Cost to the Student [Net Tuition & Fees per 120 Credit Hours for Resident Undergraduates]

	2020-21*	2021-22*	2022-23*	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	4,000	1,370	4,170	2,810	580	.	.	.	.	.
APPROVED GOALS	5,500	3,500	7,825	7,800	7,775	7,750	7,725	7,700	7,700	.
PROPOSED GOALS	.	.	.	.	.	7,750	7,725	7,700	7,700	7,700

Note: Asterisks indicate years when the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief Fund (HEERF) provided institutions with gift aid for students.

4. FTIC Four-Year Graduation Rate [Full-time, First Time in College students]

	2017-21	2018-22	2019-23	2020-24	2021-25	2022-26	2023-27	2024-28	2025-29	2026-30
ACTUAL	47.4	47.0	48.1	53.7	54.7	.	.	.	.	.
APPROVED GOALS	41.0	45.0	48.0	50.0	54.0	55.0	56.0	57.0	58.0	.
PROPOSED GOALS	.	.	.	.	.	55.0	56.0	57.0	58.0	59.0

5. Academic Progress Rate [Second Fall Retention Rate with at Least a 2.0 GPA for Full-time FTIC students]

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	80.8	83.5	86.8	87.8	88.9	.	.	.	.	.
APPROVED GOALS	83.0	84.0	85.0	86.0	88.0	88.0	89.0	89.0	90.0	.
PROPOSED GOALS	.	.	.	.	.	89.0	89.0	89.0	90.0	90.0



PERFORMANCE-BASED FUNDING METRICS (cont.)

6. Percentage of Bachelor's Degrees Awarded within Programs of Strategic Emphasis

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	46.3	43.9	42.4	41.0	42.8	.	.	.	.	.
APPROVED GOALS	.	.	.	.	40.0	40.0	40.0	40.0	40.0	.
PROPOSED GOALS	.	.	.	.	.	42.5	42.5	42.5	42.5	42.5

Note: Outcomes in the table above reflect the revised Programs of Strategic Emphasis list approved by the Board in November 2023.

7. University Access Rate [Percent of Undergraduates with a Pell grant]

	FALL 2020	FALL 2021	FALL 2022	FALL 2023	FALL 2024	FALL 2025	FALL 2026	FALL 2027	FALL 2028	FALL 2029
ACTUAL	35.7	35.5	35.5	36.3	41.7	.	.	.	.	.
APPROVED GOALS	36.0	36.0	36.0	36.0	38.0	38.0	38.0	38.0	38.0	.
PROPOSED GOALS	.	.	.	.	.	38.0	38.0	38.0	38.0	38.0

Note: Beginning 2024-25, changes were implemented to expand federal financial aid eligibility as part of the FAFSA Simplification Act.

8a. Percentage of Graduate Degrees Awarded within Programs of Strategic Emphasis

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	55.1	62.3	65.0	63.0	67.3	.	.	.	.	.
APPROVED GOALS	.	.	.	.	60.0	60.0	60.0	60.0	60.0	.
PROPOSED GOALS	.	.	.	.	.	60.0	60.0	60.0	60.0	60.0

Note: Outcomes in the table above reflect the revised Programs of Strategic Emphasis list approved by the Board in November 2023.



PERFORMANCE-BASED FUNDING METRICS (cont.)

9a. BOG Choice: FCS AA Transfer Three-Year Graduation Rate [Full- and part-time students]

	2018-21	2019-22	2020-23	2021-24	2022-25	2023-26	2024-27	2025-28	2026-29	2027-30
ACTUAL	56.5	58.5	52.3	61.2	64.1	.	.	.	.	.
APPROVED GOALS	54.0	57.0	58.0	58.0	62.0	63.0	64.0	65.0	66.0	.
PROPOSED GOALS	.	.	.	.	.	64.0	64.5	65.0	66.0	66.0

Note: House Bill 2524 passed during the 2022 Florida Legislative session changed this metric from a two-year graduation rate to a three-year graduation rate.

9b. BOG Choice: FTIC Pell Recipient Six-Year Graduation Rate [Full- and part-time students]

	2015-21	2016-22	2017-23	2018-24	2019-25	2020-26	2021-27	2022-28	2023-29	2024-30
ACTUAL	45.0	50.6	57.2	53.6	58.8	.	.	.	.	.
APPROVED GOALS	45.0	50.0	53.0	55.0	57.0	60.0	62.0	62.0	62.0	.
PROPOSED GOALS	.	.	.	.	.	60.0	62.0	62.0	62.0	62.0

10. BOT Choice: Percent of Baccalaureate Graduates Completing 2+ Type High Impact Practices

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	47.5	58.6	60.6	68.9	71.0	.	.	.	.	.
APPROVED GOALS	47.0	50.0	59.0	61.0	70.0	72.0	74.0	76.0	78.0	.
PROPOSED GOALS	.	.	.	.	.	72.0	74.0	76.0	78.0	80.0



KEY PERFORMANCE INDICATORS

1. Public University National Ranking [Number of Top50 Rankings based on BOG's official list of publications]

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
ACTUAL	0	0	0	0	0	.	.	.	.	.
APPROVED GOALS	0	0	0	0	0	0	0	0	0	.
PROPOSED GOALS	.	.	.	.	.	0	0	0	0	0

Notes: The number of publications included in the Board's official list of rankings declined from 11 to 10 in 2025. This can explain why proposed goals might be one less than previously approved goals.

2. Percentage of Newly Admitted FTICs with High School GPA of a 4.0 or Higher

	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029	Fall 2030
ACTUAL	34	36	36	32	35	.	.	.	.	.
APPROVED GOALS	.	.	.	.	.	.	.	.	.	.
PROPOSED GOALS	.	.	.	.	.	35	35	35	35	35

3. Pell Recipient Four-Year Graduation Rate [for full-time FTIC]:

	2017-21	2018-22	2019-23	2020-24	2021-25	2022-26	2023-27	2024-28	2025-29	2026-30
ACTUAL	43	44	45	52	51	.	.	.	.	.
APPROVED GOALS	36	43	45	45	48	49	50	51	52	.
PROPOSED GOALS	.	.	.	.	.	50	51	51	52	53

4. Annual Students Without Loans Rate

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	74	76	76	76	79	.	.	.	.	.
APPROVED GOALS	.	.	.	.	.	.	.	.	.	.
PROPOSED GOALS	.	.	.	.	.	76	76.5	77	77.5	78



KEY PERFORMANCE INDICATORS (cont.)

5. Professional Licensure & Certification Exam First-time Pass Rates

NURSING

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
ACTUAL	94	81	89	98	94	.	.	.	.	.
BENCHMARK	86	82	90	92	88	.	.	.	.	.
APPROVED GOALS	100	100	100	100	100	100	100	100	100	.
PROPOSED GOALS	.	.	.	.	.	100	100	100	100	100

Exam Scores Relative to Benchmarks

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
ABOVE / TIED	1	0	0	1	1	1	1	1	1	1
TOTAL	1	0	0	1	1	1	1	1	1	1



KEY PERFORMANCE INDICATORS (cont.)

6. Bachelor's Degrees Awarded [First Majors Only]

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	2,393	2,241	2,175	2,200	2,227	.	.	.	.	.
APPROVED GOALS	2,410	2,430	2,200	2,250	2,100	2,125	2,150	2,200	2,225	.
PROPOSED GOALS	.	.	.	.	.	2,200	2,200	2,200	2,225	2,250

7. Graduate Degrees Awarded [First Majors Only]

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	1,128	1,147	1,490	1,494	1,616	.	.	.	.	.
APPROVED GOALS	1,035	1,050	1,250	1,300	1,500	1,500	1,500	1,500	1,500	.
PROPOSED GOALS	.	.	.	.	.	1,500	1,500	1,500	1,500	1,500

8. Percent of Bachelor's Degree Completers with Internships

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	30	31	29	33	29	.	.	.	.	.
APPROVED GOALS	.	.	.	.	.	.	.	.	.	.
PROPOSED GOALS	.	.	.	.	.	31	32	33	34	35

9. National Academy Members

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
ACTUAL	0	0	0	0	0	.	.	.	.	.
APPROVED GOALS	0	0	0	0	0	0	0	0	0	.
PROPOSED GOALS	.	.	.	.	.	0	0	0	0	0

10. Total Research Expenditures (\$M)

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	37	39	40	47	48	.	.	.	.	.
APPROVED GOALS	46	43	41	43	45	47	50	52	54	.
PROPOSED GOALS	.	.	.	.	.	48	50	52	54	56



KEY PERFORMANCE INDICATORS (cont.)

11. Federal Research Expenditures (\$M)

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	17	17	18	17	19	.	.	.	.	.
APPROVED GOALS	.	.	.	.	.	.	.	.	.	.
PROPOSED GOALS	.	.	.	.	.	20	21	22	23	24

12. Research Expenditures from Business & Industry (\$M)

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ACTUAL	1	1	1	0	1	.	.	.	.	.
APPROVED GOALS	.	.	.	.	.	.	.	.	.	.
PROPOSED GOALS	.	.	.	.	.	1	1	2	2	3

13. Utility Patents Awarded

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
ACTUAL	0	0	0	0	0	.	.	.	.	.
APPROVED GOALS	0	0	0	0	0	0	0	0	0	.
PROPOSED GOALS	.	.	.	.	.	0	0	0	0	0

14. Number of Start-up Companies Created

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
ACTUAL	0	0	0	0	0	.	.	.	.	.
APPROVED GOALS	0	0	0	0	0	0	0	0	0	.
PROPOSED GOALS	.	.	.	.	.	0	0	0	0	0

15. Number of Licenses & Options Executed Annually

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
ACTUAL	0	0	0	0	0	.	.	.	.	.
APPROVED GOALS	0	0	0	0	0	0	0	0	0	.
PROPOSED GOALS	.	.	.	.	.	0	0	0	0	0



KEY PERFORMANCE INDICATORS (cont.)

16. Cash to Debt

	2021	2022	2023	2024	2025
ACTUAL	601	584	941	925	1136

17. Days Cash on Hand

	2021	2022	2023	2024	2025
ACTUAL	161	171	181	218	208

18. Net Operating Revenues Ratio

	2021	2022	2023	2024	2025
ACTUAL	-6.3	1.8	25.2	8.7	5.4

19. Age of Plant Ratio

	2021	2022	2023	2024	2025
ACTUAL	19.6	20.3	20.7	20.6	23.7

20. Return on Net Assets (RONA) Ratio

	2021	2022	2023	2024	2025
ACTUAL	-5.2	3.8	10.0	19.9	3.9

21. Shared Initiatives Savings (\$M)

	2021	2022	2023	2024	2025
ACTUAL	1.2	1.8	4.0	7.3	8.2

22a. Percent of Employees in Instruction/Research

	2021	2022	2023	2024	2025
ACTUAL	62	61	60	61	60

22b. Percent of Employees in Administration

	2021	2022	2023	2024	2025
ACTUAL	20	21	22	22	21



KEY PERFORMANCE INDICATORS (cont.)

23. Bond Program Ratings

	Moody's	S&P	Fitch
University of West Florida Issuer Rating	A1/Stable	-	-

Issuer	Type	Moody's	S&P	Fitch
UWF Foundation	Housing Refunding Bonds	A2/Stable	-	-



KEY PERFORMANCE INDICATORS (cont.)

Institution Specific Goals

To further distinguish the university's distinctive mission, the university may choose to provide additional metric goals that are based on the university's own strategic plan.

Percentage Fall Undergraduate Enrolled with Military Affiliation (Degree-Seeking)

	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029	Fall 2030
ACTUAL	16	17	19	20	22	.	.	.	.	.
APPROVED GOALS	19	20	20	20	20	20	20	20	20	.
PROPOSED GOALS	.	.	.	.	.	20	20	20	20	20



ENROLLMENT PLANNING

Fall Headcount Enrollment by Student Level [all degree-seeking students, all campuses]

UNDERGRADUATE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
ACTUAL	8,860	8,796	9,034	9,326	9,703	.	.	.	.	.
APPROVED GOALS	9,186	8,825	8,850	9,212	9,527	9,806	9,946	10,057	10,143	.
PROPOSED GOALS	.	.	.	.	.	9,930	10,095	10,225	10,250	10,290

GRADUATE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
ACTUAL	3,723	3,935	4,120	4,525	4,804	.	.	.	.	.
APPROVED GOALS	3,453	3,885	3,946	4,228	4,631	4,703	4,751	4,813	4,944	.
PROPOSED GOALS	.	.	.	.	.	4,820	4,880	4,940	5,000	5,060

Fall Headcount Enrollment by Student Type [all degree-seeking students, all campuses]

UNDERGRADUATE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
FTIC: New	1,183	1,179	1,496	1,551	1,562	1,425	1,450	1,450	1,450	1,450
FTIC: Returning	3,020	3,013	3,055	3,330	3,652	3,810	3,850	3,900	3,910	3,940
Transfer: FCS w/ AA	1,699	1,677	1,548	1,497	1,454	1,460	1,470	1,490	1,495	1,505
Other Undergraduates	2,633	2,572	2,605	2,607	2,717	2,920	3,010	3,070	3,080	3,080
Post-Baccalaureates	325	355	330	341	318	315	315	315	315	315
Subtotal	8,860	8,796	9,034	9,326	9,703	9,930	10,095	10,225	10,250	10,290
GRADUATE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Master's	3,445	3,674	3,858	4,320	4,651	4,650	4,700	4,750	4,800	4,850
Research Doctoral	242	261	262	205	153	170	180	190	200	210
Professional Doctoral	36	.	.	.	.	0	0	0	0	0
Subtotal	3,723	3,935	4,120	4,525	4,804	4,820	4,880	4,940	5,000	5,060
TOTAL	12,583	12,731	13,154	13,851	14,507	14,750	14,975	15,165	15,250	15,350

Note: This table reports this number of students enrolled by student type categories. These headcounts only include those seeking a degree – unclassified students (e.g., dual enrolled) are not included. The student type for undergraduates is based on the 'Type of Student at Most Recent Admission'. The First Time in College (FTIC) student was admitted in the same fall term or in the preceding summer term – this includes those who were re-admitted as FTICs.



ENROLLMENT PLANNING (cont.)

Non-Resident Undergraduate Enrollment Rate [Fall term]

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
ACTUAL	8	9	8	8	8	.	.	.	.	.
APPROVED GOALS	.	.	.	.	.	.	.	.	.	.
PROPOSED GOALS	.	.	.	.	.	10	10	10	10	10

Note: Reflects the percentage of students enrolled who are considered non-residents pursuant to Board Regulation 7.006.

Percent of Baccalaureate-Seeking Resident Undergraduates Earning 15+ Credits [Fall term]

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
ACTUAL	16	15	16	18	18	.	.	.	.	.
APPROVED GOALS	20	20	20	20	20	20	20	20	20	.
PROPOSED GOALS	.	.	.	.	.	20	20	20	20	20

Full-Time Equivalent (FTE) Enrollment by Course Level

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2031-32
LOWER	2,997	2,922	2,886	3,277	3,585	3,670	3,807	3,869	3,946	4,071	4,246
UPPER	5,409	5,157	5,126	5,180	5,333	5,694	5,592	5,567	5,563	5,621	5,628
GRAD 1	2,035	2,408	2,594	2,887	3,116	3,365	3,382	3,395	3,421	3,487	3,553
GRAD 2	139	111	102	117	92	73	69	69	70	71	73
TOTAL	10,580	10,598	10,708	11,461	12,127	12,802	12,850	12,900	13,000	13,250	13,500

Note: Full-time Equivalent (FTE) student is a measure of all instructional activity (regardless of fundability) that is based on the number of credit hours for all students during an academic (summer, fall, spring) year. FTE is based on the standard national definition, which divides undergraduate credit hours by 30 and graduate credit hours by 24. Pursuant to section 1013.31, Florida Statutes, Board facilities staff use this data as a key factor in the calculation of facility space needs for university educational plant surveys.



ENROLLMENT PLANNING (cont.)

Percent FTE Enrollment by Method of Instruction

	2020- 21	2021- 22	2022- 23	2023- 24	2024- 25	2025- 26	2026- 27	2027- 28	2028- 29	2029- 30	2031- 32
UNDERGRADUATE											
All Distance (100%)	84	59	53	53	53	53	50	50	50	50	50
Primarily Dist. (80-99%)	0	1	0	0	0	0	0	0	0	0	0
Flex	0	0	0	0	0	0	0	0	0	0	0
Hybrid (50-79%)	8	10	5	5	4	4	4	4	4	4	4
Classroom (0-49%)	8	31	41	41	42	43	46	46	46	46	46

GRADUATE

All Distance (100%)	94	91	91	89	89	88	86	86	86	86	86
Primarily Dist. (80-99%)	0	0	0	0	0	0	0	0	0	0	0
Flex	0	0	0	0	0	0	0	0	0	0	0
Hybrid (50-79%)	2	1	1	2	2	3	1	1	1	1	1
Classroom (0-49%)	4	8	8	9	8	9	13	13	13	13	13

Note: Effective for the Fall 2020 term, Board staff added a new FLEX value to capture the course sections in which there is a mix of modalities within the same course section that allows students the option to switch between the modalities during the term. See definitions sections for a detailed description. Pursuant to section 1013.31, Florida Statutes, Board facilities staff use this data as a key factor in the calculation of facility space needs for university educational plant surveys.



DEFINITIONS

Performance Based Funding (PBF)

PBF-1. Percent of Bachelor's Graduates Enrolled or Employed (\$40,000+) One Year After Graduation:

This metric is based on the percentage of a graduating class of bachelor's degree recipients who are enrolled or employed (earning at least \$40,000) somewhere in the United States. This data includes non-Florida data from all states and districts, including the District of Columbia and Puerto Rico; and military enlistment as reported by the institutions. Students who do not have valid social security numbers and are not found enrolled are excluded. Students not found enrolled following graduation and/or employed are also excluded. Sources: State University Database System (SUDS), Florida Department of Economic Opportunity (DEO) analysis of State Wage Interchange System (SWIS), and National Student Clearinghouse (NSC).

PBF-2. Median Wages of Bachelor's Graduates Employed Full-Time One Year After Graduation: This metric is based on annualized Unemployment Insurance (UI) wage data from the fourth fiscal quarter after graduation for bachelor's recipients. This data does not include individuals who are self-employed, employed by the military, those without a valid social security number, or making less than minimum wage. This data now includes non-Florida data from all states and districts, including the District of Columbia and Puerto Rico. Sources: State University Database System (SUDS) and Florida Department of Economic Opportunity (DEO) analysis of State Wage Interchange System (SWIS).

PBF-3. Cost to the Student Net Tuition & Fees for Resident Undergraduates per 120 Credit Hours: This metric compares the average sticker price and the average gift aid amount. The sticker price includes: (1) tuition and fees for resident undergraduates; (2) books and supplies (we use a proxy as calculated by the College Board); and (3) the average number of credit hours attempted by students who were admitted as an FTIC student who graduated with a bachelor's degree from a program that requires only 120 credit hours. The gift aid amount includes: (1) financial aid (grants, scholarships, waivers and third-party payments) provided to resident undergraduate students during the most recent academic year; (2) the total number of credit hours for those resident undergraduates. The average gift aid award per credit hour was multiplied by 120 and compared to the sticker price. Sources: State University Database System (SUDS), the Legislature's annual General Appropriations Act, and university required fees as approved by the Florida Board of Governors.

PBF-4. Four Year FTIC Graduation Rate: This metric is based on the percentage of first-time-in-college (FTIC) students who started in the fall (or summer continuing to fall) term and were enrolled full-time in their first semester and had graduated from the same institution by the summer term of their fourth year. FTIC includes 'early admit' students who were admitted as a degree-seeking student prior to high school graduation. Students who were enrolled in advanced graduate programs during their 4th year were excluded. Source: State University Database System (SUDS).

PBF-5. Academic Progress Rate [2nd Year Retention with 2.0 GPA or Above]: This metric is based on the percentage of first-time-in-college (FTIC) students who started in the fall (or summer continuing to fall) term and were enrolled full-time in their first semester and were still enrolled in the same institution during the next fall term with a grade point average (GPA) of at least 2.0 at the end of their first year (fall, spring, summer). Source: State University Database System (SUDS).



DEFINITIONS (cont.)

PBF-6: Bachelor's Degrees within Programs of Strategic Emphasis: This metric is based on the number of baccalaureate degrees awarded within the programs designated by the Board of Governors as 'Programs of Strategic Emphasis.' A student who has multiple majors in the subset of targeted Classification of Instruction Program codes will be counted twice (i.e., double-majors are included). Source: State University Database System (SUDS).

PBF-7: University Access Rate Percent of Undergraduates with a Pell Grant: This metric is based the number of undergraduates enrolled during the fall term who received a Pell Grant during the fall term. Students who were not eligible for Pell Grants (e.g., unclassified, non-resident aliens, post-baccalaureate students) were excluded from the denominator for this metric. Source: State University Database System (SUDS).

PBF-8a: Graduate Degrees within Programs of Strategic Emphasis: This metric is based on the number of graduate degrees awarded within the programs designated by the Board of Governors as 'Programs of Strategic Emphasis.' A student who has multiple majors in the subset of targeted Classification of Instruction Program codes will be counted twice (i.e., double majors are included). Source: State University Database System (SUDS).

PBF-8b: Percentage of Newly Admitted FTICs with High School GPA of a 4.0 or Higher: (*Applies only to New College of Florida*): Percent of all degree-seeking, first-time, first-year (freshman) students who had a high school grade point average of a 4.0 or higher. Source: State University Database System (SUDS).

PBF-9a: FCS AA Transfer Three-Year Graduation Rate [Full- and part-time students]: This transfer cohort is defined as undergraduates entering in fall term (or summer continuing to fall) from the Florida College System with an Associate in Arts (AA) degree. The rate is the percentage of the initial cohort that has either graduated from the same institution by the summer term of their third academic year. Both full-time and part-time students are used in the calculation. Students who were flagged as enrolled in advanced graduate programs that would not earn a bachelor's degree are excluded. Source: State University Database System (SUDS).

PBF-9b: FTIC Pell Recipient Six-Year Graduation Rate [Full- and Part-time students]: This metric is based on the percentage of first-time-in-college (FTIC) students who started in the fall (or summer continuing to fall) term and were enrolled full-or part-time in their first semester and who received a Pell Grant during their first year (summer to spring) and who graduated from the same institution by the summer term of their sixth year. Students who were flagged as enrolled in advanced graduate programs that would not earn a bachelor's degree were excluded. Source: State University Database System (SUDS).

PBF-10. FAMU: Number of Bachelor's Degrees Awarded to Transfers with AA Degrees from FCS: This is a count of first-major baccalaureate degrees awarded to students who entered as FCS AA Transfers. First majors include the most common scenario of one student earning one degree in one Classification of Instructional Programs (CIP) code. A student who earns two baccalaureate degrees under two different degree CIPs is counted twice. Source: State University Database System (SUDS).

PBF-10. FAU: Total Research Expenditures: Total expenditures for all research activities, including non-science and engineering activities. Source: As reported by each institution to the National Science Foundation annual survey of Higher Education Research and Development (HERD) based on the NSF rules and definitions.



DEFINITIONS (cont.)

PBF-10. FGCU: Number of Bachelor's Degrees Awarded to Hispanic & African Americans:

Race/Ethnicity data is self-reported by students to the university. This includes students who self-select Hispanic, Non-Hispanic African Americans, and those who select multiple races, including Black/African American. Degree data is based on first-major counts only; second majors are not included. Source: State University Database System (SUDS).

PBF-10. FIU: Number of Post-Doctoral Appointees: The number of postdoctoral appointees awarded annually. Source: National Science Foundation/National Institutes of Health Survey of Graduate Students and Post doctorates in Science and Engineering (GSS).

PBF-10. FPOLY: Percent of Bachelor's Graduates with 2 or more Workforce Experiences: The percentage of Bachelor's recipients who completed at least two of the following four workforce experiences: external internships, industry-sponsored capstone projects, undergraduate research (from an externally funded research grant), and certifications. Source: Florida Polytechnic University student survey data reported to the Florida Board of Governors.

PBF-10. FSU: Number of Bachelor's Graduates who passed an Entrepreneurship Class: The number of Bachelor's recipients who passed one or more graded Entrepreneurship courses before graduating and while not above Excess Hours. Source: Florida State University student data reported to the Florida Board of Governors.

PBF-10. NCF: Percent of FTIC Graduates Completing 3 or more High Impact Practices: The percentage of graduating seniors who started as FTIC students and who complete three or more high-impact practices as defined by the National Survey of Student Engagement (NSSE) and the Association of American Colleges & Universities. High-impact practices include: (1) capstone project or thesis, (2) internships, (3) study abroad, (4) writing-intensive courses, (5) living-learning communities, (6) undergraduate research, (7) first-year experience, (8) learning communities, (9) service-learning, and (10) collaborative projects. Multiple activities within the same category only count once (e.g., a student completing three internships has completed one high impact practice). Source: New College of Florida student survey data reported to the Florida Board of Governors.

PBF-10. UCF: Percent of Bachelor's Degrees Awarded to African American and Hispanic Students: Percent of degrees is based on the number of baccalaureate degrees awarded to Hispanic and non-Hispanic African American students divided by the total degrees awarded - excluding those awarded to non-resident aliens and unreported. Source: State University Database System (SUDS).

PBF-10. UF: Endowment Size (M): Assets invested by an institution to support its educational mission. Source: National Association of College and University Business Officers (NACUBO) and Commonfund Institute's annual report of Market Value of Endowment Assets.

PBF-10. UNF: Percent of Undergraduate FTE in Online Courses: Full-time equivalent (FTE) student is a measure of instructional activity that is based on the number of credit hours that students enroll. FTE is based on the Integrated Postsecondary Education Data System (IPEDS) definition, which divides undergraduate credit hours by 30. Online, or distance learning, courses provide at least 80 percent of the direct instruction using some form of technology when the student and instructor are separated by time or space, or both per Section 1009.24(17), Florida Statutes. Source: State University Database System (SUDS).



DEFINITIONS (cont.)

PBF-10. USF: 6-Year Graduation Rates (FT/PT): The first-time-in-college (FTIC) cohort is defined as undergraduates entering in fall term (or summer continuing to fall) with fewer than 12 hours earned since high school graduation. The rate is the percentage of the initial cohort that has either graduated from the same institution by the summer term of their sixth academic year. Both full-time and part-time students are used in the calculation. FTIC includes 'early admits' students who were admitted as degree-seeking students prior to high school graduation. Source: State University Database System (SUDS).

PBF-10. UWF: Percent of Baccalaureate Graduates Completing 2+ Types of High-Impact Practices: The percentage of graduating seniors completing two or more high-impact practices as defined by the Association of American Colleges & Universities. High-impact practices include: (1) first-year seminar & experiences, (2) common intellectual experience, (3) writing-intensive courses, (4) collaborative assignments & projects, (5) diversity/global learning, (6) ePortfolios, (7) service learning, community-based learning, (8) internships, (9) capstone courses & projects. Multiple activities within the same category only count once (e.g., a student completing three internships has completed one high-impact practice). Source: University of West Florida student data reported to the Florida Board of Governors.



DEFINITIONS (cont.)

Preeminence Research University (PRE)

PRE-A: Average GPA & Average SAT: An average weighted grade point average of 4.0 or higher on a 4.0 scale and an average SAT score of 1200 or higher on a 1600-point scale, an average ACT score of 25 or higher on a 36 score scale, or an average CLT score of 83 or higher on a 120 score scale using the latest published national concordance tables developed by the College Board, ACT, Inc., and Classic Learning Initiatives, LLC for fall semester incoming freshmen, as reported annually. FTIC—FCS AA Transfer Students earning an Associate in Arts degree from a Florida College System Institution prior to high school graduation are excluded from this metric.

PRE-B: National University Rankings: A top-50 ranking on at least two well-known and highly respected national public university rankings, reflecting national preeminence, using the most recent rankings. Sources: Princeton Review, Fiske Guide, QS World University Ranking, Times Higher Education World University Ranking, Academic Ranking of World University, U.S. News and World Report National University, U.S. News and World Report National Public University, U.S. News and World Report Liberal Arts Colleges, Forbes, Washington Monthly Liberal Arts Colleges, Washington Monthly National University, and the Wall Street Journal/College Pulse.

PRE-C: Freshmen Retention Rate: Freshman Retention Rate (full-time, FTIC) cohorts are based on first-year undergraduate students who enter the institution in the fall term (or summer term and continue into the fall term). Percent retained is based on those who are enrolled during the second fall term. Source: State University Database System (SUDS).

PRE-D: 4-year Graduation Rate: This metric is based on the percentage of first-time-in-college (FTIC) students who started in the fall (or summer continuing to fall) term and were enrolled full-time in their first semester and had graduated from the same institution by the summer term of their fourth year. FTIC includes 'early admit' students who were admitted as degree-seeking students prior to high school graduation. Students who were enrolled in advanced graduate programs during their 4th year were excluded. Source: State University Database System (SUDS).

PRE-E: National Academy Memberships: National Academy Memberships held by faculty. Source: Board staff searches the online directories of the National Academies of Sciences, Engineering, and Medicine and provides member counts based on 'affiliation' (including shared affiliation) and excludes deceased members.

PRE-F: Total Annual Research Expenditures: Total expenditures (in millions of dollars) for all research activities (including non-science and engineering activities). Source: As reported by each institution to the National Science Foundation annual survey of Higher Education Research and Development (HERD) based on the NSF rules and definitions.



DEFINITIONS (cont.)

PRE-G: Science & Engineering Research Expenditures in Non-Health Sciences: Research expenditures within Science & Engineering in non-medical sciences. Source: As reported by each institution to the National Science Foundation annual survey of Higher Education Research and Development (HERD) based on the NSF rules and definitions.

PRE-H: National Ranking in Research Expenditures: The NSF identifies eight broad disciplines within Science & Engineering: Computer Science, Engineering, Environmental Science, Life Science, Mathematical Sciences, Physical Sciences, Psychology, and Social Sciences. The rankings by discipline are determined by BOG staff using the NSF online database.

PRE-I: Utility Patents Awarded: Total utility patents awarded for the most recent three calendar year period. Based on legislative staff guidance, Board staff query the USPTO database with a query that counts patents before excluding design patents: "University Name".as. and @pd >=YYYYMMDD<=YYYYMMDD AND (B1.AT. OR B2.AT.). System totals may include duplicate counts if the same patent is awarded to staff/faculty at more than one SUS institution. Source: United States Patent and Trademark Office (USPTO).

PRE-J: Doctoral Degrees Awarded Annually: Includes doctoral research degrees and professional doctoral degrees awarded in medical and health care disciplines. Also includes veterinary medicine. Source: State University Database System (SUDS).

PRE-K: Number of Post-Doctoral Appointees: The number of postdoctoral appointees awarded annually. Source: National Science Foundation/National Institutes of Health Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).

PRE-L: Endowment Size (M): Assets invested by an institution to support its educational mission. Source: National Association of College and University Business Officers (NACUBO) and Commonfund Institute's annual report of Market Value of Endowment Assets.

PRE-M: Total Annual Science & Engineering Research Expenditures: Research expenditures within Science & Engineering disciplines. Source: As reported by each institution to the National Science Foundation (NSF) annual survey of Higher Education Research and Development (HERD) based on the NSF rules and definitions.



DEFINITIONS (cont.)

Key Performance Indicators (KPI)

Public University National Ranking: A top-50 ranking on at least two well-known and highly respected national public university rankings, reflecting national preeminence, using the most recent rankings.

Sources: Fiske Guide, QS World University Ranking, Times Higher Education World University Ranking, Academic Ranking of World University, U.S. News and World Report National University, U.S. News and World Report National Public University, U.S. News and World Report Liberal Arts Colleges, Forbes, Washington Monthly Liberal Arts Colleges, Washington Monthly National University, and Wall Street Journal/College Pulse.

Percentage of Newly Admitted FTICs with High School GPA of a 4.0 or Higher: Percent of all degree-seeking, first-time, first-year (freshman) students who had a high school grade point average of a 4.0 or higher. Source: State University Database System (SUDS).

Percent of Bachelor's Degree Completers with Internships: This metric is based on the percentage bachelor's degree completers annually who complete an internship course. These courses offer students opportunities to acquire or apply knowledge and skills in a supervised setting that simulates the conditions in which the knowledge and skills will be utilized. Source: State University Database System (SUDS).

Pell Recipient Four-Year Graduation Rate [for full-time FTIC]: This metric is based on the percentage of first-time-in-college (FTIC) students who started in the fall (or summer continuing to fall) term and were enrolled full-time in their first semester and who received a Pell Grant during their first year and who graduated from the same institution by the summer term of their fourth year. FTIC includes 'early admit' students who were admitted as degree-seeking students prior to high school graduation. Students who were flagged as enrolled in advanced graduate programs that would not earn a bachelor's degree were excluded. Source: State University Database System (SUDS).

Percent of Students Paying Excess Hours Fees: This metric is based on the percentage of undergraduate students who are assessed excess hour fees during the academic year. Students are counted once per academic year if they incur the fee, regardless of the number of terms or courses in which the fee is applied. The percentage is calculated by dividing the number of students paying the fee by the total number of degree-seeking undergraduate students enrolled during the academic year. Source: State University Database System (SUDS).

Annual Students Without Loans Rate: This metric is based on the percentage of Florida resident undergraduates who did not receive a student loan as part of their financial aid disbursement in an academic year. Source: State University Database System (SUDS).

Professional Licensure & Certification Exam Pass Rates: The average pass rates as a percentage of all first-time examinees for Nursing, Law, Medicine, Veterinary, Pharmacy, Dental, Physical Therapy, Initial Teacher Preparation, Physician Assistant, and Occupational Therapy, when applicable. The average pass rate for the nation or state is also provided as a contextual benchmark. The Board's 2030 System Strategic Plan calls for institutions to be in the top decile of scores compared to the average pass rate for the nation or state. The State benchmark for the Florida Bar Exam excludes non-Florida institutions. The national benchmark for the USMLE exams is based on rates for MD degrees from U.S. institutions. Source: BOG staff analysis of exam pass rates provided by institutions or licensure/certification boards.



DEFINITIONS (cont.)

Bachelor's and Graduate Degrees Awarded: This is a count of first-major baccalaureate and graduate degrees awarded. First majors include the most common scenario of one student earning one degree in one Classification of Instructional Programs (CIP) code. In cases where a student earns a baccalaureate degree under two different degree CIPs, a distinction is made between "dual degrees" and "dual majors." Also included in first majors are "dual degrees," which are counted as separate degrees (e.g., counted twice). In these cases, both degree CIPs receive a "degree fraction" of 1.0. The calculation of degree fractions is made according to each institution's criteria. Source: State University Database System (SUDS).

National Academy Members: National Academy Memberships held by faculty. Source: Board staff searches the online directories of the National Academies of Sciences, Engineering, and Medicine and provides member counts based on 'affiliation' (including shared affiliation) and excludes deceased members.

Total Research Expenditures (\$M): Total expenditures (in millions of dollars) for all research activities (including non-science and engineering activities). Source: As reported by each institution to the National Science Foundation annual survey of Higher Education Research and Development (HERD) based on the NSF rules and definitions.

Federal Research Expenditures (\$M): Research expenditures (in millions of dollars) for all research activities (including non-science and engineering activities) funded by federal government sources. Source: As reported by each institution to the National Science Foundation annual survey of Higher Education Research and Development (HERD) based on the NSF rules and definitions.

Research Expenditures from Business & Industry (\$M): Research expenditures (in millions of dollars) for all research activities (including non-science and engineering activities) funded by business sources. Source: As reported by each institution to the National Science Foundation annual survey of Higher Education Research and Development (HERD) based on the NSF rules and definitions.

Utility Patents Awarded: The number of utility patents in a calendar year, excluding design, plant, or similar patents. System totals may include duplicate counts if the same patent is awarded to staff/faculty at more than one SUS institution. Source: United States Patent and Trademark Office (USPTO).

Number of Start-up Companies Created: The number of start-up companies that were dependent upon the licensing of University technology for initiation. Source: Association of University Technology Managers Annual (AUTM) annual Licensing Survey

Number of Licenses/Options Executed Annually: Licenses/options executed in the fiscal year for all technologies. Source: As reported by universities on the Association of University Technology Managers Annual (AUTM) annual Licensing Survey.

Annual Giving (\$): Refers to new funds committed, including bequests, according to Council for Advancement and Support of Education (CASE) Global Reporting Standards. Source: CASE Voluntary Support of Education (VSE) Survey.



DEFINITIONS (cont.)

Cash to Debt: This metric provides an indication of the financial health of the university by showing the base of cash and investments available to respond to unforeseen impacts on pledged revenues. The ratio is calculated by dividing all cash and investments by the total of bonds, leases, SPITA, and loans/notes.

Days Cash on Hand: This metric is a primary indicator of liquidity, measuring how long the university could continue operations if no additional revenues or cash inflows occurred. It is calculated by dividing unrestricted cash and investments by cash operating expenses (excluding non-cash pension expense), then multiplying by 365.

Net Operating Revenues Ratio: This metric reflects the university's operating margin in a given year by dividing adjusted operating surplus by adjusted operating revenues.

Age of Plant Ratio: This metric measures the average age of the university's capital assets, including buildings, infrastructure, and capital equipment. It is calculated by dividing accumulated depreciation by annual depreciation expense.

Return on Net Assets (RONA) Ratio: This metric indicates whether the university is better off financially than it was in the prior year by measuring the percentage increase in total net assets. It is calculated by dividing the change in net assets plus non-cash pension expense by adjusted beginning net assets.

Shared Initiatives Savings: This metric tracks cost savings achieved through coordinated university efforts to maximize efficiencies in the purchase of goods and services.

Percent of Employees in Instruction/Research & Administration: This metric is based on employee FTE, which represents the portion of full-time effort assigned for the length of the contract. It only includes state-funded employees. Percentages are calculated using all state-funded FTE as the denominator, with activity categories including Instruction/Research and Administration. Other categories not shown include Student Support, Services, and Operational Support.

Bond Program Ratings: This metric reflects ratings assigned to a university's bond or debt issuances by nationally recognized credit rating agencies, including S&P Global Ratings, Moody's Investors Service, and Fitch Ratings.

2026 ACCOUNTABILITY PLAN

University of West Florida

For BOT Approval April 23rd, 2026



Bond Program Ratings:

Moody's	S&P	Fitch	Rating description		Credit Worthiness
Aaa	AAA	AAA	Prime	Investment grade	An obligor has EXTREMELY STRONG capacity to meet its financial commitments.
Aa1	AA+	AA+	High grade		An obligor has VERY STRONG capacity to meet its financial commitments. It differs from the highest-rated obligors only to a small degree.
Aa2	AA	AA			
Aa3	AA−	AA−			
A1	A+	A+	Upper-medium grade		An obligor has STRONG capacity to meet its financial commitments but is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligors in higher-rated categories.
A2	A	A			
A3	A−	A−			
Baa1	BBB+	BBB+	Lower-medium grade		An obligor has ADEQUATE capacity to meet its financial commitments. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitments.
Baa2	BBB	BBB			
Baa3	BBB−	BBB−			
Ba1	BB+	BB+	Non-investment grade, speculative	Non-investment grade aka: high-yield bonds aka: junk bonds	An obligor is LESS VULNERABLE in the near term than other lower-rated obligors. However, it faces major ongoing uncertainties and exposure to adverse business, financial, or economic conditions which could lead to the obligor's inadequate capacity to meet its financial commitments.
Ba2	BB	BB			
Ba3	BB−	BB−			
B1	B+	B+	Highly speculative		An obligor is MORE VULNERABLE than the obligors rated 'BB', but the obligor currently has the capacity to meet its financial commitments. Adverse business, financial, or economic conditions will likely impair the obligor's capacity or willingness to meet its financial commitments.
B2	B	B			
B3	B−	B−			
Caa	CCC	CCC	Extremely speculative		An obligor is CURRENTLY VULNERABLE, and is dependent upon favorable business, financial, and economic conditions to meet its financial commitments.
Ca	CC	CC	Default imminent		An obligor is CURRENTLY HIGHLY-VULNERABLE.
	C	C			The obligor is CURRENTLY HIGHLY-VULNERABLE to nonpayment. May be used where a bankruptcy petition has been filed.
C	D	D	In default		An obligor has failed to pay one or more of its financial obligations (rated or unrated) when it became due.



DEFINITIONS (cont.)

Enrollment Planning (ENRL)

Fall Headcount Enrollment by Student Level and Student Type: This table reports the number of students enrolled by student type categories. These headcounts only include those students who were seeking a degree – unclassified students (e.g., dual enrolled) are not included. The student type for undergraduates is based on the 'Type of Student at Most Recent Admission'. The first-time-in-college (FTIC) student was admitted in the same fall term or in the preceding summer term, including those who were re-admitted as FTICs. Source: State University Database System (SUDS).

Percent of Resident Baccalaureate-Seeking Resident Undergraduates Earning 15+ Credits: This table reports the percent of baccalaureate-seeking resident undergraduates who earned fifteen or more credit hours during the fall term as reported on the Term Credit Hours Earned element (#01089). This includes the pass/fail courses in which the student earned a passing grade and excludes audited courses. Source: State University Database System (SUDS).

Full-Time Equivalent Enrollment by Course Level: This table reports full-time Equivalent (FTE) enrollment, which is a measure of all instructional activity, regardless of fundability, that is based on the number of credit hours that students enroll. This FTE calculation is based on the Integrated Postsecondary Education Data System (IPEDS) definition, which divides undergraduate credit hours by 30 and graduate credit hours by 24. Pursuant to Section 1013.31, Florida Statutes, Board facilities staff use this data as a key factor in the calculation of facility space needs for institution educational plant surveys. Source: State University Database System (SUDS).

Percent FTE Enrollment by Method of Instruction: This table reports the percentages of FTE enrollment that is classified as Distance Learning for all students at all campuses regardless of funding source. Distance Learning is a course in which at least 80 percent of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time or space, or both per Section 1009.24(17), Florida Statutes). Effective for the fall 2020 term, Board staff added a new FLEX value to capture the course sections in which there is a mix of modalities within the same course section that allows students the option to switch between the modalities during the term. Course sections with mixed modalities that are predetermined/scheduled by the instructor at the start of the term to accommodate classroom capacity constraints and result in all students in the section having the same percentages of remote work is not a FLEX section and are considered one of the traditional non-FLEX designations. These designations account for planned adjustments to academic calendars (like being remote after thanksgiving or spring break) that are known at the beginning of the term. Unexpected adjustments to the academic calendar are not captured by these designations. FLEX courses start the term as FLEX. No academic calendar adjustment can change a non-FLEX into a FLEX. Source: State University Database System (SUDS).

Non-Resident Undergraduate Enrollment Rate: This table reports the percentage of undergraduates enrolled who are considered non-residents pursuant to Board Regulation 7.006. Source: State University Database System (SUDS).



STATE UNIVERSITY SYSTEM OF FLORIDA





Board of Governors

State University System of Florida

325 West Gaines Street, Suite 1614

Tallahassee, Florida 32399

Phone: (850) 245-0466

www.flbog.edu

Board of Trustees
Full Board Meeting
April 23, 2026

Amendment of UWF REG 5.001 Parking and Registration

Recommended Action:

Approve revisions to UWF Regulation 5.001 Parking and Registration, as presented.

Background Information:

This regulation was last updated in September 2025. The proposed revision eliminates the charge for the special Back-In Permit.

Implementation Plan:

UWF Regulation 5.001 Parking and Registration, will become effective upon approval by the UWF BOT.

Fiscal Implications:

Not material.

Relevant Authority:

Sections 1006.66, 1009.24, and 1009.26, Florida Statutes
BOG Regulation 7.003 (11), Fees, Fines and Penalties

Supports Strategic Direction(s):

Strategic Direction 6: Operational Excellence

Documents:

1. UWF/REG 5.001 Parking and Registration-clean
2. UWF/REG 5.001 Parking and Registration-redline
3. BOG Regulation 7.003 (11) Fees, Fines and Penalties

Prepared by:

Tiffany Nisewonger, Executive Assistant, Division of Finance and Administration,
tnisewonger@uwf.edu

Presenter:

Dan Lucas, VP of Finance and Administration, 850-474-2209, dlucas@uwf.edu



Number: UWF/REG 5.001
Title: Parking and Registration
Responsible
Department: Parking and Transportation Services

I. General Statement:

A. General Information

The University of West Florida (the “University”) strives to provide a safe environment for employees, students, and visitors. Parking a vehicle on any of the University’s campuses is a privilege that may be granted or and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals. All vehicles parked on campus are parked at the risk of the owner. The University does not assume liability for vehicles or items left in vehicles. By parking on campus, employees, students and others agree to abide by and follow all provisions contained herein. Fort Walton Beach campus permits are invalid on the Pensacola campus. For the purposes of this Regulation, “business hours” means 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding days when the University is closed for business (such as holidays).

B. Registration

1. All automobiles and motorcycles on campus during business hours must be registered with the Parking and Transportation Services department (“Parking Services”) the first day the vehicle is on campus.
2. Temporary virtual parking permits are available for visitors, guests, vendors, business consultants, registered individuals driving borrowed vehicles, temporary or volunteer workers, and similarly-situated individuals.
3. Virtual Permits are available at the following locations:
 - a. Online by accessing the Parking Transaction Portal through my.uwf.edu;
 - b. Parking Services, Building 20W;
 - c. University Police Department, Building 94;

- d. Visitor's Center, Building 81 (visitors, guests, vendors, business consultants, borrowed vehicles, temporary and volunteer workers); and
- e. Visitors and Guests may also register their vehicle and obtain a virtual permit through the Parking Portal. Visitors and Guests will need to create a Guest Account in order to obtain their virtual permit. The portal may be accessed through MyUWF or through the Parking Website: www.uwf.edu/parking.

C. Permits

1. The fees for annual permits are:

Reserved/Admin	\$363
Faculty/Staff	\$145
Resident	\$145
Commuter	\$114
Motorcycle	\$ 73
Back-In Hang Tag	\$ 0

Permits are issued for an academic year or semester. Semester permits are one-half the annual permit price. Permit prices include applicable Florida sales tax.

2. All vehicles parked on campus during business hours must be registered with Parking Services and must have a virtual permit. A virtual permit is not a physical permit. Instead, the vehicle license plate is used to determine whether or not the vehicle is properly registered. Up to three vehicles may be registered under a single virtual permit. However, only one of the registered vehicles may be parked on campus at any one time.
3. Permit holders must park in designated parking areas for the type of permit they hold. Instructions and detailed maps can be found on the Parking webpage: www.uwf.edu/parking. Maps are also available in the Parking Services office.
4. Purchasing a permit does not guarantee a parking space. Purchasing a permit does not entitle the holder to a parking space at events outside of business hours.
5. Each permit contains an expiration date and is no longer valid after that date. Expiration dates are disclosed at the time of purchase, on the receipt for the virtual permit, and under the user profile on the Parking Portal.
6. Only one permit is allowed per vehicle. Expired permits must be removed from the vehicle
7. Virtual permits may not be transferred to another individual; however, virtual permits may be transferred to a different car owned by the same permit holder. Permit holders are responsible for violations committed by any person using their registered permit.

8. Individuals with outstanding parking citations or fines are not eligible for issuance or renewal of a virtual permit.
9. Upon sale or disposal of a registered vehicle, the permit must be transferred to a new vehicle owned by the same registered individual or canceled.

D. Permit Designations and Restrictions

1. Resident Students

During business hours, resident students may park only in areas marked as Resident or Open to All Permits. Resident students moving from one residence hall to another must contact Parking Services to update their registration. Resident lots are always restricted to vehicles with Resident permits, even outside of business hours.

2. Commuter Students

During business hours, commuter students may park only in areas marked as Commuter or Open to All Permits. Commuters may not park in spaces marked for residents, faculty and staff, or visitor

3. Faculty and Staff

During business hours, faculty and staff may park in areas marked as Faculty and Staff or Open to All Permits. Faculty and staff may not park in spaces marked for residents, commuters, or visitors.

4. Visitor

Virtual Visitor permits are temporary and required during business hours. Vehicles with a Visitor permit may park only in areas marked Commuter, Visitor, or Open to All Permits.

Visitors may obtain a virtual parking permit free of charge. Failure to obtain a permit may result in a citation being issued. Current employees and students are ineligible for a Visitor permit and are not entitled to park in visitor parking areas, including spaces designated for the UWF Alumni Association, and must obtain an appropriate permit.

5. Disabled Persons

Disabled person parking permits are available through the State of Florida in accordance with Section 316.1964, Florida Statutes. Such permits must be displayed on vehicles when parked on campus. Holders of such parking permits are not required to purchase a parking permit, but must register their vehicles with Parking Services and may park in non-reserved spaces if designated spaces for disabled person parking are not available.

6. Temporary parking accommodations for students and employees

Temporary virtual permits may be issued in special circumstances including, but not limited to, the following:

a. Different Vehicle

Permit holders temporarily driving a different vehicle must obtain a temporary virtual permit *prior* to parking on campus. One temporary virtual permit, valid for up to two weeks per individual per semester, will be issued at no cost.

b. Satellite Campus Students

Students who enroll at the Fort Walton Beach campus or any other satellite campus must obtain a parking permit for the main campus when parking on the main campus. A one-day permit is available at no cost. An appropriate virtual permit must be purchased at any time courses are attended on the main campus.

c. Off-Campus Employees

University employees who are permanently assigned to work at off-campus locations may obtain a temporary virtual permit at no charge by contacting Parking Services.

d. Retired Employees

Retired University employees and the spouses of deceased retired employees may be issued one free non-expiring virtual permit upon request to the Director of Parking and Transportation Services. Such permits may be registered for up to three vehicles. Retired employee permits become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

e. Alumni

Current Sustaining Members of the Alumni Association may obtain an Alumni permit from Parking Services. Alumni permits may be registered for up to three vehicles. Alumni permits become invalid if the recipient registers for coursework

or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

E. Parking Restrictions

It is the responsibility of all University employees and students and visitors to know the University's parking regulations. Employees and students must follow all parking restrictions.

1. Parking Requirements for all vehicles

- a. Parking on roadways, grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.
- b. The University may tow any vehicle that is parked in such a way that it restricts the normal operation of business, blocks or impedes traffic, hinders the operations of an emergency vehicle, or is parked in a designated tow-away zone.
- c. Overnight parking of any vehicle other than a vehicle with a resident student permit or a guest of a resident student with a temporary permit is prohibited.
- d. Residing or sleeping overnight in vehicles parked on campus is prohibited.
- e. Unavailability of parking spaces is not considered a valid excuse for violation of parking regulations.
- f. Parking overtime in time-limited spaces is prohibited.
- g. License plates must be visible to the travel lane through a parking lot or, if parking on a road, to the travel lane of the roadway. It is prohibited to fail to display a license plate to the travel lane; to back into or pull through a parking space so that the license plate is not visible from the travel lane; and to remove a plate or obscuring a plate so that it cannot be read from the travel lane.

2. Backing In Parking:

- a. Nose-in parking is required in all lots to allow LPR enforcement and minimize hazards. In order to back into a space students and employees must obtain a free back in permit. Free back in permits may be obtained in the parking Services office in building 20W

b. The Back-In Hang Tag is supplemental and must be combined with a valid parking permit.

c. ADA accommodations: Vehicles with valid state-issued disabled plates or placards, or those with Disabled Veteran plates may back into marked disabled spaces without a Back-In Hang Tag..

d. . Exceptions: Vehicles may back in without a Back-In Hang Tag if:

- i. Required for ADA access;
- ii. Needed to charge at a designated EV station;
- iii. Displaying a valid state-issued front license plate or state issued Disabled Veteran plate;

3. Regulated Parking

Regulated parking lots and spaces that are designated by posted signage or painted marking are restricted 24 hours a day, 7 days a week, unless otherwise specified. Regulated spaces are designated for certain vehicles including the following:

a. Numbered Reserved Parking

Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday, excluding University closures. Outside of those hours, anyone may park in a numbered reserved space.

b. Administrative Parking

Administrative lots and spaces are reserved for those with administrative permits. Individuals with an administrative permit may park anywhere except in numbered reserved spaces.

c. Loading Zone

Advance permission from Parking Services is required to park in a loading zone. Loading zones may be utilized for a maximum of 30 minutes.

d. Visitor Parking

Visitor parking spaces are reserved at all times for individuals with appropriate visitor permits. Visitor spaces are not open to students or employees.

e. Other Parking

Other spaces on campus may be restricted for designated functions such as special permits, state vehicles, police, and service vehicles. Those spaces are marked accordingly.

4. Motorcycle Parking

Motorcycles must park in designated motorcycle spaces only at all times. Four wheeled vehicles cannot park in a designated motorcycle space.

5. Special Event Parking

During special events, parking in selected areas may be limited and subject to an additional special parking fee for the event.

F. Pregnant Employee Parking

1. Employees who have a limitation related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions may be eligible for a Pregnant Employee Parking Permit.
2. Employees are responsible for communicating such a limitation to the University by contacting their supervisor or Human Resources and requesting the accommodation. After making the request, the University will engage with the employee in an interactive process, which may include a request for supporting documentation from the employee only when it is reasonable to do so under the circumstances.

G. Immobilization and Towing

1. Immobilization

Three or more unpaid parking citations may result in vehicle immobilization and a corresponding administrative fee. Vehicles parked in a reserved space without the appropriate credentials are subject to immediate immobilization. Arrangements must be made within 24 hours of immobilization to pay accrued parking fines and fees or the vehicle is subject to towing.

2. Immobilization Fees

First Immobilization: \$50.00

Second Immobilization: \$100.00

Third Immobilization: \$150.00 and loss of parking privileges.

3. Responsibility for Costs

The permit holder for the vehicle is responsible for assessed towing and administrative fees regardless of whether the permit holder is the owner of the vehicle. If the vehicle is not registered with the University, then the owner registered with the applicable state will be responsible for towing and administrative fees.

H. The Parking Violations Appeal Board

The Parking Violations Appeals Board (PVAB) adjudicates appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict or restore campus driving privileges, and impose or remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding Uniform Traffic Citations issued by the University Police Department or local law enforcement.

1. Membership

The PVAB is composed of six members as follows:

- a. One faculty member appointed by the Faculty Senate;
- b. One staff member appointed by the Staff Senate;
- c. One resident student designated by the Student Government Association;
- d. One commuter student designated by the Student Government Association;
- e. A representative appointed by Human Resources; and
- f. The Parking Services Manager, who shall serve as a non-voting, ex-officio member.

2. Operating Procedures

- a. The chairperson will be elected annually by the members of the PVAB and have full voting rights.
- b. The PVAB will meet as required to discharge their responsibilities. Meetings may be held remotely.
- c. A quorum will consist of at least three voting members. A simple majority of members voting will be required to render decisions and take action. If the vote results in a tie, the decision under appeal will stand.

I. Parking Services Appeals

Parking citations issued by the University may be appealed through two levels.

1. Level One

All appeals must be filed online via the parking portal within seven days of the issuance of the citation. Verbal appeals will not be accepted. The parking portal can be accessed by logging in to my.uwf.edu and searching for “parking.” Appeals will be reviewed by the Director of Parking Services or their designee. The individual who filed the appeal will be notified by email of the result.

Appeals on the following grounds will automatically be denied:

- a. Being late for an appointment or class;

- b. Unaware permit was expired;
- c. Disagreement with the parking rules and regulations;
- d. Someone else used the vehicle and parked the vehicle;
- e. Unable to find a parking space;
- f. Inability to pay the fine;
- g. Unaware of the Parking Rules and Regulations;
- h. Parked previously in the same area without being cited;
- i. Perception that the designated area is unsafe;
- j. Failure to see posted signage; or
- k. Direction by someone else to park in the space.
- l. Failure to see sign designating the parking restrictions for the space.

2. Level Two

If the appellant is not satisfied with the outcome of the appeal to the Parking Service Manager, they may further appeal to the Parking Violations Appeal Board (PVAB) by written request within 7 days of the first level decision. Instructions for appealing to the PVAB will be provided in the Level One response email.

The date, time, and location of PVAB meetings at which the appeals are heard will be displayed on the parking portal. Individuals appealing a citation will be afforded an opportunity to present their appeals before the PVAB. If the meeting is held in person, the appellant may present in person or virtually. If the appellant fails to appear, the appeal will continue in the appellant's absence. The decision of the PVAB will be emailed to the appellant and will be final.

J. Payment of Fines

Violators of parking regulations are subject to citations resulting in the assessment of fines. Fines may be paid online by logging in to my.uwf.edu and searching for "Parking Transaction Portal parking." A diploma hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.

K. Schedule of Fines

1. Vehicle Registration Fines

Violation	Fines
Failure to obtain a current virtual permit This violation will be listed on citations as "no valid permit."	\$50.00
Registration obtained through falsehood, misrepresentation, or incomplete information	\$100.00

2. Parking Violation Fines

Violation	Fines
-----------	-------

Overtime parking	\$10.00
Parking over the line	\$15.00
Parking on curb, grass, or sidewalks or roadway	\$25.00
Parking overnight	\$25.00
Parking out of permit designation	\$25.00
Parking that obstructs traffic	\$25.00
Parking in a service area	\$25.00
Parking in a no parking zone	\$25.00
Parking in a resident space	\$50.00
Parking in a reserved space	\$100.00
Parking while suspended	\$50.00
Parking in a disabled space without a disabled person parking permit	\$100.00
Parking in a fire lane	\$100.00
Parking in the Amazon or Passport space without authorization	\$100.00
Parking in a pregnant employee space	\$100.00
Failing to display a license plate to the travel lane	\$25.00
Back-In without Permit	\$25.00

Effective Date: [] July 1, 2026

Authority: Sections 1006.66, 1009.24, and 1009.26, Florida Statutes
The Pregnant Workers Fairness Act and implementing regulations: 42 U.S.C.
2000gg; 29 U.S.C. Part 1636.

History: Adopted as Rule 6C6-5.01 October 1978; amended October 1979, October 1980,
August 1981, February 1986, May 1990, May 1995, May 2005, August 2005;
converted to regulation July 2005; amended December 2005, May 2006, June 2011,
June 2012, June 2014, December 2021, and [date]

Last review: July 2026



Number: UWF/REG 5.001
Title: Parking and Registration
Responsible
Department: Parking and Transportation Services

I. General Statement:

A. General Information

The University of West Florida (the "University") strives to provide a safe environment for employees, students, and visitors. Parking a vehicle on any of the University's campuses is a privilege that may be granted or and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals. All vehicles parked on campus are parked at the risk of the owner. The University does not assume liability for vehicles or items left in vehicles. By parking on campus, employees, students and others agree to abide by and follow all provisions contained herein. Fort Walton Beach campus permits are invalid on the Pensacola campus. For the purposes of this Regulation, "business hours" means 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding days when the University is closed for business (such as holidays).

B. Registration

1. All automobiles and motorcycles on campus during business hours must be registered with the Parking and Transportation Services department ("Parking Services") the first day the vehicle is on campus.
2. Temporary [virtual](#) parking permits are available for visitors, guests, vendors, business consultants, registered individuals driving borrowed vehicles, temporary or volunteer workers, and similarly-situated individuals.
3. [Virtual Permits](#) ~~Services for parking registration~~ are available at the following locations:
 - a. Online by accessing the Parking Transaction Portal through my.uwf.edu;
 - b. Parking Services, [Building 20W](#);
 - c. University Police Department, Building 94;

- d. Visitor's Center, Building 81 (visitors, guests, vendors, business consultants, borrowed vehicles, temporary and volunteer workers); and
- e. Visitors and Guests may also register their vehicle and obtain a virtual permit through the Parking Portal. Visitors and Guests will need to create a Guest Account in order to obtain their virtual permit. The portal may be accessed through MyUWF or through the Parking Website: www.uwf.edu/parking.

C. Permits

1. The fees for annual permits are:

Reserved/Admin	\$363
Faculty/Staff	\$145
Resident	\$145
Commuter	\$114
Motorcycle	\$ 73
Back-In Hang Tag	\$ 0 25

Permits are issued for an academic year or semester. Semester permits are one-half the annual permit price. Permit prices include applicable Florida sales tax.

2. All vehicles parked on campus during business hours must be registered with Parking Services and must have a virtual permit. A virtual permit is not a physical permit. Instead, the vehicle license plate is used to determine whether or not the vehicle is properly registered. Up to three vehicles may be registered under a single virtual permit. However, only one of the registered vehicles may be parked on campus at any one time.
3. Permit holders must park in designated parking areas for the type of permit they hold. Instructions and detailed maps can be found on the Parking webpage: www.uwf.edu/parking. Maps are also available in the Parking Services office.
4. Purchasing a permit does not guarantee a parking space. Purchasing a permit does not entitle the holder to a parking space at events outside of business hours.
5. Each permit contains an expiration date and is no longer valid after that date. Expiration dates are disclosed at the time of purchase, on the receipt for the virtual permit, and under the user profile on the Parking Portal.
6. Only one permit is allowed per vehicle. Expired permits must be removed from [the vehicle display](#).
7. Virtual permits may not be transferred to another individual; however, virtual permits may be transferred to a different car owned by the same permit holder. Permit holders are responsible for violations committed by any person using their registered permit.

8. Individuals with outstanding parking citations or fines are not eligible for issuance or renewal of a virtual permit.
9. Upon sale or disposal of a registered vehicle, the permit must be transferred to a new vehicle owned by the same registered individual or [canceled](#). ~~terminated~~.

D. Permit Designations and Restrictions

1. Resident Students

During business hours, resident students may park only in areas marked as Resident or Open to All Permits. Resident students moving from one residence hall to another must contact Parking Services to update their registration. Resident lots are always restricted to vehicles with Resident permits, even outside of business hours.

2. Commuter Students

During business hours, commuter students may park only in areas marked as Commuter or Open to All Permits. Commuters may not park in spaces marked for residents, [faculty and staff, or visitor](#). ~~Commuter spaces are not restricted to Commuter permits outside of business hours.~~

3. Faculty and Staff

During business hours, faculty and staff may park in areas marked as Faculty and Staff or Open to All Permits. [Faculty and staff may not park in spaces marked for residents, commuters, or visitors.](#) ~~Faculty and Staff spaces are not restricted to Faculty and Staff permits outside of business hours.~~

4. Visitor

[Virtual](#) Visitor permits are temporary and required during business hours. Vehicles with a Visitor permit may park only in areas marked Commuter, Visitor, or Open to All Permits.

Visitors may obtain a [virtual](#) parking permit free of charge. Failure to obtain a permit may result in a citation being issued. Current employees and students are ineligible for a Visitor permit and are not entitled to park in visitor parking areas, including spaces designated for the UWF Alumni Association, and must obtain an appropriate permit.

5. Disabled Persons

Disabled person parking permits are available through the State of Florida in accordance with Section 316.1964, Florida Statutes. Such permits must be displayed on vehicles when parked on campus. Holders of such parking permits are not required to purchase a parking permit, [but must register their vehicles with Parking Services](#) and may park in non-reserved spaces if designated spaces for disabled person parking are not available.

6. Temporary [parking accommodations for students and employees](#)

Temporary [virtual](#) permits may be issued in special circumstances including, but not limited to, the following:

a. Different Vehicle

Permit holders temporarily driving a different vehicle must obtain a temporary virtual permit *prior* to parking on campus. One temporary virtual permit, valid for up to two weeks per individual per semester, will be issued at no cost.

b. Satellite Campus Students

Students who enroll at the Fort Walton Beach campus or any other satellite campus must obtain a parking permit for the main campus when parking on the main campus. A one-day permit is available at no cost. An appropriate virtual permit must be purchased at any time courses are attended on the main campus.

c. Off-Campus Employees

University employees who are permanently assigned to work at off-campus locations may obtain a temporary virtual permit at no charge by contacting Parking Services.

d. Retired Employees

Retired University employees and the spouses of deceased retired employees may be issued one free non-expiring virtual permit upon request to the Director of Parking and Transportation Services. Such permits may be registered for up to three vehicles. Retired employee permits become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

e. Alumni

Current Sustaining Members of the Alumni Association may obtain an Alumni permit from Parking Services. Alumni permits may be registered for up to three vehicles. Alumni permits become invalid if the recipient registers for coursework

or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

E. Parking Restrictions

It is the responsibility of all University employees and students and visitors to know the University's parking regulations. Employees and students must follow all parking restrictions.

1. Parking Requirements for all vehicles

- a. Parking on roadways, grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.
- b. The University may tow any vehicle that is parked in such a way that it restricts the normal operation of business, blocks or impedes traffic, hinders the operations of an emergency vehicle, or is parked in a designated tow-away zone.
- c. Overnight parking of any vehicle other than a vehicle with a resident student permit or a guest of a resident student with a temporary permit is prohibited.
- d. Residing or sleeping overnight in vehicles parked on campus is prohibited.
- e. Unavailability of parking spaces is not considered a valid excuse for violation of parking regulations.
- f. Parking overtime in time-limited spaces is prohibited.
- g. License plates must be visible to the travel lane through a parking lot or, if parking on a road, to the travel lane of the roadway. It is prohibited to fail to display a license plate to the travel lane; to back into or pull through a parking space so that the license plate is not visible from the travel lane; and to remove a plate or obscuring a plate so that it cannot be read from the travel lane.

2. Backing In Parking:

- a. Nose-in parking ~~is remains~~ required in all ~~lots parking garages to allow to allow~~ LPR enforcement and minimize hazards. ~~Vehicles backed into garage spaces will be cited. In order to back into a space students and employees must obtain a free back in permit. Free back in permits may be obtained in the parking Services office in building 20W~~
- b. ~~Back in parking is permitted in surface lot spaces only and is prohibited in garages, angled spaces, and other restricted areas.~~

Formatted: Indent: Left: 1.06", No bullets or numbering

- e. ~~Students, faculty, staff, and visitors may purchase a Back-In Hang Tag for \$25/year.~~

~~bd.~~ The Back-In Hang Tag is supplemental and must be combined ~~purchased~~ with a valid ~~campus~~ parking permit.

- ~~ce.~~ ~~If another hang tag is in use, the Back-In Hang Tag may be displayed on the dashboard, provided both permits are visible.~~

~~cf.~~ ADA accommodations: Vehicles with valid state-issued disabled plates or placards, or those with Disabled Veteran plates may back into marked disabled spaces without a Back-In Hang Tag, ~~provided a campus parking permit is also displayed.~~

~~d.g.~~ Exceptions: Vehicles may back in without a Back-In Hang Tag if:

- i. Required for ADA access;
- ii. Needed to charge at a designated EV station;
- iii. Displaying a valid state-issued front license plate or state issued Disabled Veteran plate;
- ~~iv. Displaying an optional UWF issued front tag matching the rear license plate~~

3. Regulated Parking

Regulated parking lots and spaces that are designated by posted signage or painted marking are restricted 24 hours a day, 7 days a week, unless otherwise specified. Regulated spaces are designated for certain vehicles including the following:

a. Numbered Reserved Parking

Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday, excluding University closures. Outside of those hours, anyone may park in a numbered reserved space.

b. Administrative Parking

Administrative lots and spaces are reserved for those with administrative permits. Individuals with an administrative permit may park anywhere except in numbered reserved spaces.

c. Loading Zone

Advance permission from Parking Services is required to park in a loading zone. Loading zones may be utilized for a maximum of 30 minutes.

d. Visitor Parking

Visitor parking spaces are reserved at all times for individuals with appropriate

visitor permits. [Visitor spaces are not open to students or employees.](#)

e. Other Parking

Other spaces on campus may be restricted for designated functions such as special permits, state vehicles, police, and service vehicles. Those spaces are marked accordingly.

4. Motorcycle Parking

Motorcycles must park in designated motorcycle spaces only at all times. [Four wheeled vehicles cannot park in a designated motorcycle space.](#)

5. Special Event Parking

During special events, parking in selected areas may be limited and subject to an additional special parking fee for the event.

F. Pregnant Employee Parking

1. Employees who have a limitation related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions may be eligible for a Pregnant Employee Parking Permit.
2. Employees are responsible for communicating such a limitation to the University by contacting their supervisor or Human Resources and requesting the accommodation. After making the request, the University will engage with the employee in an interactive process, which may include a request for supporting documentation from the employee only when it is reasonable to do so under the circumstances.

G. Immobilization and Towing

1. Immobilization

Three or more unpaid parking citations may result in vehicle immobilization and a corresponding administrative fee. Vehicles parked in a reserved space without the appropriate credentials are subject to immediate immobilization. Arrangements must be made within 24 hours of immobilization to pay accrued parking fines and fees or the vehicle is subject to towing.

2. Immobilization Fees

First Immobilization: \$50.00

Second Immobilization: \$100.00

Third Immobilization: \$150.00 and loss of parking privileges.

3. Responsibility for Costs

The permit holder for the vehicle is responsible for assessed towing and administrative fees regardless of whether the permit holder is the owner of the vehicle. If the vehicle is not registered with the University, then the owner registered with the applicable state will be responsible for towing and administrative fees.

H. The Parking Violations Appeal Board

The Parking Violations Appeals Board (PVAB) adjudicates appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict or restore campus driving privileges, and impose or remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding Uniform Traffic Citations issued by the University Police Department or local law enforcement.

1. Membership

The PVAB is composed of six members as follows:

- a. One faculty member appointed by the Faculty Senate;
- b. One staff member appointed by the Staff Senate;
- c. One resident student designated by the Student Government Association;
- d. One commuter student designated by the Student Government Association;
- e. A representative appointed by Human Resources; and
- f. The Parking Services Manager, who shall serve as a non-voting, ex-officio member.

2. Operating Procedures

- a. The chairperson will be elected annually by the members of the PVAB and have full voting rights.
- b. The PVAB will meet as required to discharge their responsibilities. Meetings may be held remotely.
- c. A quorum will consist of at least three voting members. A simple majority of members voting will be required to render decisions and take action. If the vote results in a tie, the decision under appeal will stand.

I. Parking Services Appeals

Parking citations issued by the University may be appealed through two levels.

1. Level One

All appeals must be filed online via the parking portal within seven days of the issuance

of the citation. Verbal appeals will not be accepted. The parking portal can be accessed by logging in to my.uwf.edu and searching for “parking.” Appeals will be reviewed by the Director of Parking Services or their designee. The individual who filed the appeal will be notified by email of the result.

Appeals on the following grounds will automatically be denied:

- a. Being late for an appointment or class;
- b. Unaware permit was expired;
- c. Disagreement with the parking rules and regulations;
- d. Someone else used the vehicle and parked the vehicle;
- e. Unable to find a parking space;
- f. Inability to pay the fine;
- g. Unaware of the Parking Rules and Regulations;
- h. Parked previously in the same area without being cited;
- i. Perception that the designated area is unsafe;
- j. Failure to see posted signage; or
- k. Direction by someone else to park in the space.
- ~~k.~~ l. Failure to see sign designating the parking restrictions for the space.

Formatted: Not Expanded by / Condensed by

2. Level Two

If the appellant is not satisfied with the outcome of the appeal to the Parking Service Manager, they may further appeal to the Parking Violations Appeal Board (PVAB) by written request within 7 days of the first level decision. Instructions for appealing to the PVAB will be provided in the Level One response email.

The date, time, and location of PVAB meetings at which the appeals are heard will be displayed on the parking portal. Individuals appealing a citation will be afforded an opportunity to present their appeals before the PVAB. If the meeting is held in person, the appellant may present in person or virtually. If the appellant fails to appear, the appeal will continue in the appellant’s absence. The decision of the PVAB will be emailed to the appellant and will be final.

J. Payment of Fines

Violators of parking regulations are subject to citations resulting in the assessment of fines. Fines may be paid online by logging in to my.uwf.edu and searching for “[Parking Transaction Portal](#) parking.” A diploma hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.

K. Schedule of Fines

1. Vehicle Registration Fines

Violation	Fines
Display of expired permit	\$20.00

Formatted: Indent: Left: 0.07"

Failure to <u>obtain a current virtual permit register vehicle with Parking Services</u> This violation will be listed on citations as “no valid permit.”	\$50.00
Registration obtained through falsehood, misrepresentation, or incomplete information	\$100.00

2. Parking Violation Fines

<u>Violation</u>	<u>Fines</u>
<u>Overtime parking</u>	<u>\$10.00</u>
<u>Parking over the line</u>	<u>\$15.00</u>
<u>Parking on curb, grass, or sidewalks or roadway</u>	<u>\$25.00</u>
<u>Parking overnight</u>	<u>\$25.00</u>
<u>Parking out of permit designation</u>	<u>\$25.00</u>
<u>Parking that obstructs traffic</u>	<u>\$25.00</u>
<u>Parking in a service area</u>	<u>\$25.00</u>
<u>Parking in a no parking zone</u>	<u>\$25.00</u>
<u>Parking in a resident space</u>	<u>\$50.00</u>
<u>Parking in a reserved space</u>	<u>\$100.00</u>
<u>Parking while suspended</u>	<u>\$50.00</u>
<u>Parking in a disabled space without a disabled person parking permit</u>	<u>\$100.00</u>
<u>Parking in a fire lane</u>	<u>\$100.00</u>
<u>Parking in the Amazon or Passport space without authorization</u>	<u>\$100.00</u>
<u>Parking in a pregnant employee space</u>	<u>\$100.00</u>
<u>Failing to display a license plate to the travel lane</u>	<u>\$25.00</u>
<u>Back-In without Permit</u>	<u>\$25.00</u>

Formatted: Indent: Left: 0.07"

2. Parking Violation Fines

Violation	Fines
Overtime parking	\$10.00
Parking over the line	\$15.00
Parking on curb, grass, or sidewalks	\$25.00
Parking overnight	\$25.00
Parking out of permit designation	\$25.00
Parking that obstructs traffic	\$25.00
Parking in a service area	\$25.00
Parking in a no parking zone	\$25.00
Parking in a resident space	\$50.00
Parking in a reserved space	\$100.00
Parking while suspended	\$50.00
Parking in a disabled space without a disabled person parking permit	\$100.00
Parking in a fire lane	\$100.00
Blocking a ramp	\$100.00
Parking in a pregnant employee space	\$100.00
Failing to display a license plate to the travel lane	\$25.00
Back In without Permit	\$25.00

Effective Date: [date] July 1, 2026

Authority: Sections 1006.66, 1009.24, and 1009.26, Florida Statutes
The Pregnant Workers Fairness Act and implementing regulations: 42 U.S.C.
2000gg; 29 U.S.C. Part 1636.

History: Adopted as Rule 6C6-5.01 October 1978; amended October 1979, October 1980,
August 1981, February 1986, May 1990, May 1995, May 2005, August 2005;
converted to regulation July 2005; amended December 2005, May 2006, June 2011,
June 2012, June 2014, December 2021, and [date]

Last review: July 2026⁶⁵

7.003 Fees, Fines and Penalties.

(1) The Board of Governors must authorize all fees assessed to students. Accordingly, the specific fees listed in this section, and the tuition and associated fees defined in Regulation 7.001, are the only fees that may be charged for state fundable credit hours without the specific approval of the board, except as authorized in Regulation 8.002. For purposes of clarification, the term "at cost" or "cost" as used in this regulation includes those increased costs that are directly related to the delivery of the goods, services, or programs.

(2) All tuition and fees described in this section, and any proposed changes to such tuition and fees, must be prominently posted on the state university's website in an area that is transparent and easily accessible. Each state university shall publicly notice and notify all enrolled students of any proposal to change tuition or fees at least 28 days before its consideration for a vote taken at a board of trustees meeting. The notice must:

- (a) Include the date and time of the meeting at which the proposal will be considered.
- (b) Specifically outline the details of existing tuition and fees, including how such tuition and fees are expended, the rationale and necessity for the proposed change, and how the funds from the proposed change will be used.
- (c) Be posted on the university's website and issued in a press release, which must also be enclosed in an e-mail sent to all enrolled students.

(3) Pursuant to section 7(e), Article IX of the State Constitution, any proposal or action of a constituent university to raise, impose, or authorize any fee, as authorized by law, except for tuition, must be approved by at least 9 affirmative votes of the members of the board of trustees of the constituent university, if approval by the board of trustees is required by law, and at least 12 affirmative votes of the members of the Board of Governors, if approval by the Board of Governors is required by law, in order to take effect.

(4) Each university board of trustees is authorized to assess the following fees at the statutory amounts listed:

- (a) Security / Access / Identification Card, Duplicate Security / Access / Identification Card, Fee Card, or Passbook:
 - 1. Annual – cost up to \$10.00.
 - 2. All duplicates – cost up to \$15.00
- (b) Orientation Fee – up to \$35.00.
 - 1. Effective fall 2011, the board of trustees of the University of West Florida may assess a \$50 Orientation Fee.
- (c) Admissions Deposit – Up to \$200. The admissions deposit shall be imposed at the time of an applicant's acceptance to the university and shall be applied toward tuition upon registration and budgeted in the Student and Other Fee Trust Fund. In the event the applicant does not enroll in the university, the admissions deposit shall be budgeted in an

auxiliary account of the university and used to expand financial assistance, scholarships, student academic and career counseling services, and admission services at the university.

- (d) Transcript Fee – per item; up to \$10.00.
- (e) Diploma Replacement Fee – per item; up to \$10.00.
- (f) Service Charge – up to \$15.00 for the payment of tuition and fees in installments.
- (g) Audit Registration Fees -- Audit registration assures a course space for the student; however, no grade is awarded. This fee is the same as the tuition and associated fees provided in Regulation 7.001. Budgeting of fee proceeds shall be in the Student and Other Fee Trust Fund.
- (h) Registration of Zero Hours -- Such registration provides for examinations, graduations, use of facilities, etc., when deemed appropriate by the institution. The student is assessed tuition and associated fees for one credit hour. The Zero Credit Fee shall be budgeted in the Student and Other Fee Trust Fund.
- (i) Application Fee -- Individuals who make application for admission to universities within the State University System shall pay a non-refundable application fee of not more than \$30.00. The fee shall be budgeted in the Student and Other Fee Trust Fund. Provisions may be made to waive the application fee as specified by the university.
- (j) Late Registration Fee -- Universities shall assess a Late Registration Fee to students who fail to register before the end of the regular registration period. This fee may also be assessed to students reinstated after their course schedules were cancelled due to non-payment of fees. The fee shall be not less than \$50 nor more than \$100 with a minimum of 50 percent budgeted to the Student and Other Fee Trust Funds and the balance budgeted in an Auxiliary Trust Fund. Provisions may be made to waive the Late Registration Fee as specified by the university.
- (k) Late Payment Fee -- Universities may assess a Late Payment Fee to students who fail to pay, or make appropriate arrangements for payment (installment payment, deferment, or third-party billing), of tuition and associated fees by the deadline set by each university. The fee shall be not less than \$50 nor more than \$100 with a minimum of 50 percent budgeted to the Student and Other Fee Trust Fund and the balance budgeted in an Auxiliary Trust Fund. Provisions may be made to waive the Late Payment Fee as specified by the university.

(5) Before the board's last meeting of each calendar year, the university board of trustees shall notify the board of any potential increases in fees outlined in subparagraph (4). A university board of trustees may then submit a proposal for an increase in that fee to the Board of Governors' budget committee for consideration by the committee during a June meeting.

- (a) The proposal shall be submitted in a format designated by the chancellor and include at a minimum:

- 1. The current and proposed increase to the fee and a description of the

process used to determine the need for the increase, including any student involvement.

2. The service or operation currently being funded by the fee.
 3. An analysis of whether the service or operation can be performed more efficiently to alleviate the need for any increase.
 4. The additional or enhanced service or operation to be implemented.
 5. Identification of other resources that could be used to meet this need.
 6. The financial impact on students, including those with financial need.
 7. The current revenue collected and expenditures from the current fee.
 8. The estimated revenue to be collected and expenditures for the fee increase.
- (b) The board will act upon the budget committee recommendation at the next scheduled meeting.
- (c) An increase in these fees can only be implemented with the fall term.

Every five years the university board of trustees shall review the fee increase to determine if the fee has met its intended outcomes and whether the fee should be increased, decreased or discontinued. The university board of trustees shall submit its findings to the board. Any subsequent decreases or continuation in these fees are delegated to the university board of trustees, with notification to the chancellor.

(6) Each university board of trustees is authorized to establish separate activity and service, health, and athletic fees on the main campus, branch campus, or center.

- (a) The fees shall be retained by the university and paid into the separate activity and service, health, and athletic funds. A university may transfer revenues derived from the fees authorized pursuant to this section to a university direct-support organization of the university to be used only for the purpose of paying and securing debt on projects approved pursuant to section 1010.62, Florida Statutes and pursuant to a written agreement approved by the Board of Governors. The amount transferred may not exceed the amount authorized for annual debt service pursuant to section 1010.62, Florida Statutes.
- (b) The sum of the activity and service, health, and athletic fees a student is required to pay to register for a course shall not exceed 40 percent of the tuition. Within the 40 percent cap, universities may not increase the aggregate sum of activity and service, health, and athletic fees more than 5 percent per year or the same percentage increase in tuition, whichever is higher.
- (c) A university may increase its athletic fee to defray the costs associated with changing National Collegiate Athletic Association divisions. Any such increase in the athletic fee may exceed both the 40 percent cap and the 5 percent cap imposed by this subsection. Any such increase must be approved by the athletic fee committee in the process outlined in subparagraph (4)(d) and cannot exceed \$2 per credit hour.
- (d) Increases in the health, athletic, and activity and service fee must be recommended by a fee committee, at least one-half of whom are students

appointed by the student body president. The remainder of the committee shall be appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the university president, after consultation with the student body president, and approval by the university board of trustees. An increase in these fees may occur only once each fiscal year and must be implemented beginning with the fall term.

The student activity and service fee shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fee may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fees shall be determined by the student government association of the university, except that the president of the university may veto any line item or portion thereof within the budget when submitted by the student government association legislative body. The university president shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school days. If any line item or portion thereof within the budget is vetoed, the student government association legislative body shall within 15 school days make new budget recommendations for expenditure of the vetoed portion of the fees. If the university president vetoes any line item or portion thereof within the new budget revisions, the university president may reallocate by line item that vetoed portion to bond obligations guaranteed by activity and service fees.

- (e) Unexpended fees and undisbursed fees remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.

(7) Technology Fee – Each university board of trustees may establish a technology fee to be paid by all students. The fee may be up to 5 percent of the tuition charged per credit hour. The revenue from this fee shall be used to enhance instructional technology resources for students and faculty. The revenue and expenditures shall be budgeted in the Local Fund budget entity.

(8) Off-Campus Educational Activities - As used herein, "off-campus" refers to locations other than state-funded main campuses, branch campuses, or centers. Each university board of trustees is authorized to establish fees for state fundable off-campus course offerings when the location results in specific, identifiable increased costs to the university. These fees will be in addition to the tuition and associated fees charged to students enrolling in these courses on-campus. The additional fees charged are for the purpose of recovering the increased costs

resulting from off-campus vis-à-vis on-campus offerings. The university shall budget the fees collected for these courses to the Student and Other Fee Trust Funds. Each university shall use the additional fees collected to cover the increased cost of these courses and reimburse the appropriate Educational and General fund, or other appropriate fund if the costs are incurred in other than Educational and General funds.

(9) Material and Supply Fees - Each university board of trustees is authorized to assess Material and Supply Fees not to exceed the amount necessary to offset the cost of materials or supply items which are consumed in the course of the student's instructional activities, excluding the cost of equipment and equipment repairs and maintenance. Revenues from such fees shall be budgeted in the Auxiliary Trust Fund.

(10) Housing Rental Rates - Basic rates for housing rental shall be set by each university board of trustees. In addition, the university board of trustees is authorized to establish miscellaneous housing charges for services provided by the university at the request of the students.

(11) Parking Fines, Permits and Decals -- Each university board of trustees shall establish charges for parking decals, permits and parking fines.

(12) Transportation Access Fee - Each university board of trustees is authorized to establish a transportation access fee, with appropriate input from students, to support the university's transportation infrastructure and to increase student access to transportation services.

(13) Returned Check Fee -- Each university board of trustees shall assess a service charge for unpaid checks returned to the university.

(14) Collection costs -- Each university board of trustees is authorized to assess a charge representing reasonable cost of collection efforts to effect payment for overdue accounts. Amounts received for collection costs shall be retained by the university.

(15) Service Charge -- Each university board of trustees is authorized to assess a service charge on university loans in lieu of interest and administrative handling.

(16) Educational Research Center for Child Development Fee -- Each university board of trustees is authorized to assess child care and service fees.

(17) Transient Student Fee - Each university board of trustees is authorized to assess a fee not to exceed \$5.00 per course for accepting a transient student and processing the student's admissions application pursuant to Section 1006.73.

(18) Capital Improvement Fee - This fee may be used to fund any project or real property acquisition that meets the requirements of Chapter 1013. Each university board of trustees shall assess \$4.76 per credit hour per semester. Any

increase in the fee beyond \$4.76 must be first recommended by a fee committee, at least half of whom are students appointed by the student body president. The remainder of the committee shall be appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the university president, after consultation with the student body president, and approval by the university board of trustees. An increase in these fees may occur only once each fiscal year and must be implemented beginning with the fall term. The fee may not exceed 10 percent of the tuition for resident students or 10 percent of the sum of tuition and out-of-state fees for nonresident students. The fee for resident students shall be limited to an increase of \$2 per credit hour over the prior year, and any proposed fee increases or decreases must be approved by the Board of Governors. No project proposed by a university which is to be funded by this fee shall be submitted to the Board of Governors for approval without prior consultation with the student government association of that university.

(19) Student Financial Aid Fee – Each university board of trustees is authorized to collect for financial aid purposes an amount not to exceed 5 percent of the tuition and out-of-state fee. The revenues from fees are to remain at each university. A minimum of 75 percent of funds from the student financial aid fee shall be used to provide financial aid based on demonstrated financial need. Each university shall report annually to the Board of Governors on the revenue collected pursuant to this subsection, the amount carried forward, the criteria used to make awards, the amount and number of awards for each criterion, and a delineation of the distribution of such awards. The report shall include an assessment by category of the financial need of every student who receives an award, regardless of the purpose for which the award is received. Awards which are based on financial need shall be distributed in accordance with the federal methodology for determining need. An award for academic merit shall require a minimum overall grade point average of 3.0 on a 4.0 scale or the equivalent for both initial receipt of the award and renewal of the award.

(20) Each university board of trustees is authorized to assess the following fees which will have varied amounts:

- (a) Development Research School Fees – activity fees which shall be discretionary with each university.
- (b) Library Fines – per book or unit, per day; the funds shall be budgeted to the Student and Other Fee Trust Fund.
- (c) Overdue Reserve Library books – per book, per library hour; the funds shall be budgeted to the Student and Other Fee Trust Fund.
- (d) Late Equipment Fee, Physical Education – per item, per day.
- (e) Fees and fines relating to the use, late return, and loss and damage of facilities and equipment.
- (f) Distance Learning Fee - Universities may assess a distance learning fee to any student enrolled in a course listed in the distance learning catalog. The average distance learning fee amount assessed by a state university may not exceed \$30 per credit hour.

(21) Each university board of trustees is authorized to assess reasonable fees for incidental non-academic services provided directly to individuals. This could include, but not be limited to, fees for duplicating, lost keys, copyright material, breakage, standardized tests, library loans.

(22) Each university board of trustees is authorized to assess an international student service fee to cover the university costs associated with reporting requirements of the Student and Exchange Visitor Information System administered by the Department of Homeland Security for F-Visa and J-Visa degree seeking students.

(23) Excess Hour Fee –This fee shall be budgeted in the Student and Other Fee Trust Fund.

- (a) State universities shall require a student to pay an excess hour surcharge for each credit hour in excess of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. Each university must calculate an excess hour threshold for each student based on the number of credit hours required for the degree. For any student who changes degree programs, the excess hour threshold must be adjusted only if the number of credit hours required to complete the new degree program exceeds that of the original degree program.
- (b) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2009 or thereafter and prior to fall 2011 shall pay an excess hour fee equal to 50 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.
- (c) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2011 and prior to fall 2012 shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2012 through the 2019 spring term shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. For the 2019 summer term and thereafter, an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 120 percent shall

be paid. Effective July 1, 2018 each university shall refund the excess hour surcharge assessed for up to 12 credit hours to any first-time-in-college student who completes a baccalaureate degree program within four years after their initial enrollment in a university.

(d) Each university shall implement a process for notifying students of this fee upon a student's initial enrollment. A second notice must be provided to the student when the student has attempted the number of credit hours needed to complete the baccalaureate degree program in which the student is enrolled. The second notice must include a recommendation that each student who intends to earn credit hours at the university in excess of the credit hours required for the baccalaureate degree program in which the student is enrolled meet with the student's academic advisor. The excess hours' determination shall be based on the baccalaureate degree program in which the student is enrolled. If a student changes degree programs, the excess hours' threshold shall be adjusted to the new program's required hours. Pursuant to Regulation 7.002(1), the university shall establish regulation procedures for the implementation of this section.

(e) All credit hours for courses taken at the university from which the student is seeking a baccalaureate degree shall be included when calculating the number of hours taken by a student, including:

1. Failed courses.
2. Courses dropped or withdrawn from after the university's advertised last day of the drop and add period, except as provided for in subparagraph (21)(f).
3. Repeated courses, except repeated courses for which the student has paid the full cost of instruction as provided in Regulation 7.001(12).
4. All credit hours earned at another institution and accepted for transfer by the university and applied toward the student's baccalaureate degree program.

(f) All credit hours earned under the following circumstances shall not be calculated as hours required to earn a baccalaureate degree:

1. College credits earned through an articulated accelerated mechanism.
2. Credit hours earned through internship programs.
3. Credit hours required for certification, recertification, or certificate programs.
4. Credit hours in courses from which a student must withdraw due to reasons of medical or personal hardship.
5. Credit hours taken by active-duty military personnel.
6. Credit hours required to achieve a dual major taken while pursuing a baccalaureate degree.
7. Remedial and English as a Second Language credit hours.

8. Credit hours earned in military science courses that are part of the Reserve Officers' Training Corps program.
9. Credit hours earned or taken for the civics literacy competency requirement.

(24) Convenience fee – Each university board of trustees may establish a convenience fee when accepting payments by credit cards, charge cards, and debit cards. The fee shall not be greater than the cost of providing the service. The fee is not refundable to the payor.

(25) A university board of trustees may submit a proposal for a new fee not currently authorized in board regulation or statute to the Board of Governors' budget committee for consideration by the committee during a June meeting. The deadline for submission of a proposal shall be determined by the Board Office.

- (a) The proposal shall be submitted in a format designated by the chancellor, and include at a minimum:
 1. The purpose to be served or accomplished with the fee.
 2. The demonstrable student-based need for the fee that is currently not being met through existing university services, operations or another fee.
 3. The process used to assure substantial student input or involvement.
 4. Any proposed restrictions, limitations, or conditions to be placed on the fee.
 5. The financial impact of the fee on students, including those with financial need.
 6. The estimated revenue to be collected and proposed expenditures for the new fee.
 7. The outcome measures that will be implemented to determine when the purpose of the fee will be accomplished.
- (b) The aggregate sum of any fees approved by the board that a student is required to pay to register for a course shall not exceed 10 percent of tuition. All other fees shall be based on cost.
- (c) The fee can only be implemented in the fall term.
- (d) The revenue generated by this fee may not be transferred to an auxiliary enterprise or a direct-support organization and may not be used to pay or secure debt.
- (e) The university shall account for the revenue and detailed expenditures of this fee in the Annual Report.
- (f) The fee cannot be an extension of, or cover the same services, as an existing statutory fee.
- (g) The fee cannot be utilized to create additional bonding capacity in an existing fee.

- (h) The fee should support a new service or activity that is not currently supported or should be supported with education and general funds (state and tuition).
- (i) The fee shall not supplant revenue from other sources that are currently used or have been used to support a service or activity.
- (j) The fee should support a service or activity in which a majority of students is able to participate or from which derive a benefit.
- (k) Once the board approves a fee under this section, a university fee committee shall be established similar to other existing fee committees.
- (l) The board will act upon the budget committee recommendation at the next scheduled meeting.
- (m) Every five years the university board of trustees shall review the fee to determine if the fee has met its intended outcomes and whether the fee should be increased, decreased or discontinued. The university board of trustees shall submit its findings to the board. Any subsequent decreases or continuation in these fees are delegated to the university board of trustees, with notification to the chancellor.
- (n) If a university board of trustees' proposal is denied, within five calendar days the university board of trustees may request reconsideration by the board's Tuition Appeals Committee, which shall consist of the chair of the board and the chair of each board committee. The Tuition Appeals Committee will meet within ten calendar days after the Board of Governors denial to consider a university board of trustees request for reconsideration.

(26) Pursuant to subparagraph (24), the university boards of trustees designated below are authorized to assess the following fees:

(a) Green Fee – This fee may be assessed to establish or improve the use of renewable energy technologies or energy efficiencies that lower the university's greenhouse emissions.

1. University of South Florida: up to \$1.00 per credit hour
2. New College of Florida: up to \$1.00 per credit hour
3. University of West Florida: up to \$1.00 per credit hour

(b) Test Preparation Fee – at cost. This fee may be assessed to increase accessibility to test preparation courses in programs where students are expected to obtain specific preparation for a practice-based examination.

1. Florida International University
2. Florida A&M University – (bar test preparation)

(c) Student Life and Services Fee – This fee may be assessed to expand student participation in transformational learning opportunities that build new and enhances ongoing activities which connect students to the institution.

1. University of North Florida: not to exceed 5 percent of tuition.

Authority: Section 7(d), Art. IX, Fla. Const.; History—Formerly BOR Rule 6C-7.003. Derived from 6C-2.74 and 6C-2.76, Amended and Renumbered 12-17-74, Amended 2-22-76, 6-22-76, 6-28-76, 11-1-76, 9-8-77, 2-14-79, 9-28-81, 12-7-82, 12-13-83, 10-2-84, Formerly 6C-7.03, Amended 1-8-86, 8-11-86, 12-25-86, 6-2-87, 10-17-89, 4-10-90, 1-7-91, 7-2-91, 9-15-91, 8-4-92, 11-9-92, 4-12-93, 5-30-93, 9-23-93, 8-1-94, 1-24-96, 4-16-96, 12-15-97, 8-28-00, 8-12-01, Amended and Renumbered as 7.003 9-25-08, Amended 12-10-09, 11-4-10, 9-15-11, 6-21-12, 11-08-12, 11-21-13, 9-22-16, 11-8-18, 10-30-2019, 9-1-2021, 8-26-22.

Board of Trustees
Full Board Meeting
April 23, 2026

Appointment to the BEI Board of Directors

Recommended Action:

Approve C. Ray Jones, Dick Baker, and Autumn Beck-Blackledge to the BEI Board of Directors, subject to approval at the next BEI board meeting.

Background Information:

To comply with Legislative Section 1004.28(3), Florida Statutes and Bylaws of UWF Business Enterprises, Inc., directors other than the UWF Board of Trustees Chair's appointment and the President or designee must be approved by the UWF Board of Trustees. UWF Business Enterprises, Inc. requests approval of the following new members to the UWF BEI Board of Directors:

1. C Ray Jones - Chair (Board appointed)
2. Dick Baker - Secretary-Treasurer (Board appointed)
3. Autumn Beck-Blackledge (Presidential appointment)

Implementation Plan:

Appointment of the UWF BEI Board of Directors to include C. Ray Jones, Dick Baker, and Autumn Beck-Blackledge.

Fiscal Implications:

None

Relevant Authority:

1004.28 (3) Florida Statutes and Bylaws of UWF Business Enterprises, Inc.

Supports Strategic Direction(s):

Strategic Direction 6. Operational Excellence

Documents:

1. 1004.28 (3) Florida Statutes
2. Bylaws of UWF Business Enterprises, Inc.
3. UWF Business Enterprises Members and Bios

Prepared by:

Tiffany Nisewonger, Executive Assistant, Division of Finance and Administration,
tnisewonger@uwf.edu

Presenter:

Dan Lucas, VP of Finance and Administration, 850-474-2209, dluucas@uwf.edu



Select Year: 2025 ▼ Go

The 2025 Florida Statutes

[Title XLVIII](#)[Chapter 1004](#)[View Entire Chapter](#)

EARLY LEARNING-20 EDUCATION CODE PUBLIC POSTSECONDARY EDUCATION

1004.28 Direct-support organizations; use of property; board of directors; activities; audit; facilities.—

(1) DEFINITIONS.—For the purposes of this section:

(a) “University direct-support organization” means an organization which is:

1. A Florida corporation not for profit incorporated under the provisions of chapter 617 and approved by the Department of State.

2. Organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of a state university in Florida or for the benefit of a research and development park or research and development authority affiliated with a state university and organized under part V of chapter 159.

3. An organization that a state university board of trustees, after review, has certified to be operating in a manner consistent with the goals of the university and in the best interest of the state. Any organization that is denied certification by the board of trustees shall not use the name of the university that it serves.

(b) “Personal services” includes full-time or part-time personnel as well as payroll processing.

(c) “Property” does not include student fee revenues collected pursuant to s. [1009.24](#).

(2) USE OF PROPERTY.—

(a) Each state university board of trustees is authorized to permit the use of property, facilities, and personal services at any state university by any university direct-support organization, and, subject to the provisions of this section, direct-support organizations may establish accounts with the State Board of Administration for investment of funds pursuant to part IV of chapter 218.

(b) The board of trustees, in accordance with regulations and guidelines of the Board of Governors, shall prescribe by regulation conditions with which a university direct-support organization must comply in order to use property, facilities, or personal services at any state university, including that personal services must comply with s. [1012.976](#). Such regulations shall provide for budget and audit review and oversight by the board of trustees, including thresholds for approval of purchases, acquisitions, projects, and issuance of debt. No later than July 1, 2019, the transfer of a state appropriation by the board of trustees to any direct-support organization may only include funds pledged for capital projects. Beginning July 1, 2019, and annually thereafter, each university board of trustees shall report to the Legislature the amount of state appropriations transferred to any direct-support organization during the previous fiscal year, the purpose for which the funds were transferred, and the remaining balance of any funds transferred.

(c) The board of trustees may not transfer any funds to and shall not permit the use of property, facilities, or personal services at any state university by any university direct-support organization that does not provide equal employment opportunities to all persons regardless of race, color, religion, gender, age, or national origin.

(d) The board of trustees may not permit the use of state funds for travel expenses by any university direct-support organization.

(3) BOARD OF DIRECTORS.—The chair of the university board of trustees shall appoint at least one representative to the board of directors and the executive committee of any direct-support organization established under this section. The president of the university for which the direct-support organization is established, or his or her designee, shall also serve on the board of directors and the executive committee of any

direct-support organization established to benefit that university. The university board of trustees shall approve all appointments to any direct-support organization not authorized by this subsection.

(4) **ACTIVITIES; RESTRICTION.**—A university direct-support organization is prohibited from giving, either directly or indirectly, any gift to a political committee as defined in s. [106.011](#) for any purpose.

(5) **ANNUAL AUDIT; PUBLIC RECORDS EXEMPTION; PUBLIC MEETINGS EXEMPTION.**—

(a) Each direct-support organization shall provide for an annual financial audit of its accounts and records to be conducted by an independent certified public accountant in accordance with rules adopted by the Auditor General pursuant to s. [11.45\(8\)](#) and by the university board of trustees. The annual audit report shall be submitted, within 9 months after the end of the fiscal year, to the Auditor General and the Board of Governors for review. The Board of Governors, the university board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall have the authority to require and receive from the organization or from its independent auditor any records relative to the operation of the organization. The identity of donors who desire to remain anonymous shall be protected, and that anonymity shall be maintained in the auditor's report.

(b) Other than the auditor's report, management letter, any records related to the expenditure of state funds, and any financial records related to the expenditure of private funds for travel, all records of the organization and any supplemental data requested by the Board of Governors, the university board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall be confidential and exempt from s. [119.07\(1\)](#).

(c) Any portion of a meeting of the board of directors of the organization, or of the executive committee or other committees of such board, at which any proposal seeking research funding from the organization or a plan or program for either initiating or supporting research is discussed is exempt from s. [286.011](#) and s. 24(b), Art. I of the State Constitution.

(6) **FACILITIES.**—Each direct-support organization is authorized to enter into agreements to finance, design and construct, lease, lease-purchase, purchase, or operate facilities necessary and desirable to serve the needs and purposes of the university, as determined by the systemwide strategic plan adopted by the Board of Governors. Such agreements are subject to the provisions of ss. [1010.62](#) and [1013.171](#).

(7) **ANNUAL BUDGETS AND REPORTS.**—Each direct-support organization shall submit to the university president and the Board of Governors its federal Internal Revenue Service Application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990).

History.—s. 172, ch. 2002-387; s. 173, ch. 2007-5; s. 89, ch. 2007-217; s. 31, ch. 2013-37; s. 1, ch. 2014-27; s. 7, ch. 2018-4; s. 1, ch. 2019-26.

BYLAWS OF UWF BUSINESS ENTERPRISES, INC.

Revised December 15, 2022

ARTICLE 1 – NAME

The name of the Corporation shall be UWF Business Enterprises, Inc., a Florida not for profit corporation (the "Corporation"). The Corporation shall maintain a registered office in the State of Florida and a registered agent at such office and may have other offices within the state.

ARTICLE 2 – MEMBERS

The Corporation shall have no Members.

ARTICLE 3 – BOARD OF DIRECTORS

SECTION 3.1 General Powers. The business, property, affairs and funds of the Corporation shall be managed, supervised and controlled by its Board of Directors subject only to applicable law and the limitations contained in the Articles of Incorporation of the Corporation, these Bylaws, and the powers and duties reserved to the University of West Florida Board of Trustees (the "Board of Trustees") and the President of the University of West Florida or the President's designee in regards to this Corporation. The Board of Directors shall have the authority to adopt policy for the Corporation, consistent with the Articles of Incorporation of the Corporation and these Bylaws.

The goals of the Corporation are:

- To support the teaching and learning mission of the University of West Florida ("University");
- To enhance support for research, scholarly, and community service activities of faculty, students and staff through project and resource development that optimizes financial growth;
- To deliver high quality and affordable products and services to the campus community;
- To raise and manage private resources supporting the mission and priorities of the University as determined by the President and the Board of Trustees of the University;
- To develop revenue streams to provide opportunities for students and a margin of institutional excellence unavailable with present resources;
- To assist the University in managing auxiliary services, grants administration, and land and facilities development through joint ventures or partnerships with the University and the wider community; and
- To acquire and develop property and facilities for highest and best use to serve the needs of the University.

SECTION 3.2 Reserved Powers. The President of the University or the President's designee shall have the following specific powers and duties with regard to this Corporation:

- a. To monitor and control the use of the University's resources by this Corporation;
- b. To control the use of the University name by this Corporation;
- c. To monitor compliance of this Corporation with federal and state laws;
- d. To recommend an annual budget to the Board of Directors of this Corporation; and
- e. To review and approve quarterly expenditure plans of this Corporation.

The President may have additional powers or duties reserved for that position in accordance with Florida Statutes, Board of Governors regulations, and the regulations and policies of the University.

SECTION 3.3 Number. The Board of Directors of the Corporation ("Board of Directors") shall consist of a minimum of three directors and a maximum of five directors.

SECTION 3.4 Appointment of Directors and Tenure. The directors of the Corporation shall be appointed in the following manner:

- a. One director shall be appointed by the Chair of the Board of Trustees;
- b. One director shall be the President of the University or the President's designee;
- c. One director shall be appointed by the President of the University (in addition to subsection b. above);
- d. Two additional directors may be elected by a majority vote of the then current voting members of the Board of Directors.

All directors shall be approved by the University of West Florida Board of Trustees; however, the President of the University or the President's designee and the appointment made by the Chair of the Board of Trustees do not require approval by the Board of Trustees.

Terms of office of the members of the Board of Directors, other than those members serving by virtue of their positions with the University, shall be four years in length. The director appointments by the Chair of the Board of Trustees described in subsection (a) above may be re-appointed to the Board of Directors for a second term at the discretion of the Chair of the Board of Trustees. The President or President's designee described in subsection (b) above shall serve as director until the President or designee resigns, is removed from office, or is unable to serve, whichever occurs first. The director appointment by the President of the University described in subsection (c) above may be re-appointed to the Board of Directors for a second term at the discretion of the President of the University. Vacancies in a director position shall be re-filled and appointed as described above in subsections a, b, and c, as applicable.

If a director is appointed and approved to fill an expiring term before the end of the term of their predecessor, such director shall serve for the remainder of the term.

The Chief Executive Officer of the Corporation shall serve as staff to the Board of Directors, but is not a director.

The Student Government Association ("SGA") President, or the SGA President's designee, shall serve as a representative to the Board of Directors, but shall not be a director.

SECTION 3.5 Removal of Directors. A director may resign at any time by submitting a written resignation to the Chairperson. A director may be removed from the Board of Directors at any time, with or without cause, in the following manner: 1) an appointed director may only be removed in the same manner as the director was appointed; and 2) an elected director may be removed by a majority vote of the then current voting members of the Board of Directors.

SECTION 3.6 Conflicts and Duality of Interest. No contract or other transaction between the Corporation and one or more of its directors or any other corporation, firm, association, or entity in which one or more of its directors are directors or officers or are financially interested shall be entered into unless such contract or transaction complies with the requirements of Part III of Chapter 112.313, Florida Statutes, and other applicable law.

SECTION 3.7 Conflict of Interest Policy. The Board of Directors shall adopt and keep in full force and effect a substantial conflict of interest policy for its directors and principal officers in accordance with rules and regulations of the Internal Revenue Service applicable to tax exempt organizations.

SECTION 3.8 Meetings; Quorum; Voting. An annual meeting of the Board of Directors shall be held within the State of Florida. Regular meetings of the Board of Directors may be held at such time and place as from time to time shall be determined by the Chairperson of the Board of Directors. Special meetings of the Board of Directors may be called by the Chairperson of the Board of Directors. Meetings of the Board of Directors are open to the public and all official acts will be taken at public meetings, unless exempt from such requirements pursuant to law, following such notice as may be required by law. At all meetings of the Board of Directors, the presence of a majority of the current voting members of the Board of Directors shall be necessary and sufficient to constitute a quorum for the transaction of business. Unless otherwise required by the Articles of Incorporation, these Bylaws, or Florida Statutes, the act of a majority of the current voting members of the Board of Directors shall be the act of the Board of Directors. In the absence of a quorum, a majority of the directors present may adjourn the meeting from time to time until a quorum shall be present for the transaction of business.

SECTION 3.9 Meetings by Communications Media. The Board of Directors may use telephone conference calls and other communications media technology to conduct board business in the same manner as if the proceeding were held in person. The notice of any meeting conducted by means of communication media technology will state where and how members of the public may gain access to the meeting.

ARTICLE 4 – OFFICERS

SECTION 4.1 Officers. The officers of this Corporation shall be a Chairperson, a Vice Chairperson, a Secretary/Treasurer, and such other officers as may be determined by the Board of Directors. Only members of the Board of Directors of the Corporation may be appointed or elected as an officer of the Corporation pursuant to this Article 4. All officers shall have such authority and perform such duties as described below:

- a. Chairperson. The Chairperson shall preside at all meetings of the Board of Directors and shall do and perform such other duties as may be assigned by the Board of Directors. The Chairperson is authorized to execute, in the name of UWF Business Enterprises, Inc., with the Secretary-Treasurer attesting, all certificates, contracts, leases, deeds, notes, and other documents or legal instruments.
- b. Vice Chairperson. The Vice Chairperson is authorized to do all things and exercise all such powers as shall be necessary in the absence of the Chairperson, and shall also do and perform such duties as may be assigned by the Board of Directors.
- c. Secretary-Treasurer. The Secretary-Treasurer shall keep full and accurate minutes for all meetings of the Board of Directors. The Secretary-Treasurer shall transmit all notices required by these Bylaws as may be amended. The Secretary-Treasurer may sign documents with the Chairperson in the name of the Corporation. The Secretary-Treasurer shall have charge of all official records of the Corporation that shall be at all reasonable times open to examination of any director. Additionally, the Secretary-Treasurer shall present financial reports of the Corporation to the Board of Directors at each regular meeting of the Board of Directors and at such other times as may be determined by the Board of Directors. The Secretary-Treasurer shall ascertain that a full and accurate account is made of all monies received and paid out on accounts administered by the Corporation and present the annual audited financial statements of the Corporation to the Board of Directors. The Secretary-Treasurer shall generally perform all duties incident to management of the Office of Secretary-Treasurer for the Board of Directors.

SECTION 4.2 Appointment and Term of Office of Officers. The Officers of the Corporation shall be elected as necessary by the Board of Directors at regularly noticed meeting. Each officer shall serve terms of four years, each commencing immediately following their election or appointment.

SECTION 4.3 Removal. Any officer may be removed with or without cause by a vote of the majority of the current voting members of the Board of Directors whenever in its judgment the best interests of the Corporation would be served.

SECTION 4.4 Vacancies. A vacancy in any office may be filled by the Board of Directors as provided in Section 4.2.

SECTION 4.5 Chief Executive Officer. The selection of the Chief Executive Officer ("CEO") will be made by the University President in accordance with Florida law and University policy after consultation with the Board of Directors. The CEO may serve with or without compensation, as determined by the President of the University. The CEO shall be responsible for the general, day-to-day management of the affairs of the Corporation, and execute documents and legal instruments pursuant to delegations from the Chairperson or the Board of Directors. The CEO shall exercise such authority to accept gifts, collect revenues, and make expenditures as the CEO deems necessary. The CEO may be removed at any time by the President of the University after consultation with the Board of Directors. The CEO shall report to the President of the University or a designated staff member who reports directly to the President. The annual evaluation of the CEO shall be performed by the President of the University or the President's designated staff member and shall incorporate input from the Board of Directors.

ARTICLE 5 – COMMITTEES

SECTION 5.1 Creation of Committees. The Board of Directors may by resolution passed by majority vote of the then current voting members of the Board of Directors designate such committees as shall seem to it to be necessary and appropriate for the orderly conduct of the business of the Corporation, to consist of one or more of the directors of the Corporation. Such committees shall have such functions and may exercise the powers of the Board of Directors as can be lawfully delegated and to the extent provided in the resolution or resolutions creating such committee or committees. If an executive committee or committee serving a comparable function is created, the committee shall include the director appointed by the Chair of the Board of Trustees and the President of the University or President's designee.

SECTION 5.2 Meetings of Committees. Meetings of committees may be held following reasonable public notice at such time and at such place as shall from time to time be determined by such committee.

SECTION 5.3 Minutes of Committees. The committees shall keep regular minutes of their proceedings and report the same to the Board of Directors when required.

ARTICLE 6 – INDEMNIFICATION

The Corporation shall indemnify each director, officer, employee, and agent of the Corporation, and may indemnify any other person to the full extent permitted by the

Florida Not for Profit Corporation Act and other applicable laws. The rights conferred by this Article shall not be exclusive of any other right that any director, officer, employee, agent or other person may have or hereafter acquire under the Florida Not for Profit Corporation Act, any other statute or agreement, pursuant to a vote of disinterested directors, or otherwise. No repeal or modification of this Article shall limit the rights of any director, officer, employee, or agent to indemnification with respect to any action or omission occurring prior to such repeal or modification.

ARTICLE 7 – AMENDMENT

These Bylaws may be amended by the vote of a majority of the current voting members of the Board of Directors of this Corporation, but such amendments shall be approved by the Board of Trustees of the University as may be required by Florida law or University regulation or policy.

ARTICLE 8 – QUARTERLY EXPENDITURE PLANS

The Corporation shall prepare and submit to the President of the University or the President's designee, no later than the first day of each quarter of the Corporation's fiscal year, a quarterly expenditure plan ("Quarterly Report") that delineates planned actions that would cause a commitment of University resources or represent a significant commitment of the resources of this Corporation as described by UWF Regulation 5.016(V), as it may be amended from time to time.

If during any quarterly reporting period there are no actions as described by UWF Regulation 5.016(V) or this Article 8 of the Bylaws, the CEO will provide Quarterly Reports to the President of the University or the President's designee and to each director of the Corporation that there are no planned actions that would cause a commitment of University resources or represent a significant commitment of resources of this Corporation ("No Significant Changes").

All Quarterly Reports reporting No Significant Changes may be submitted to the President without first being approved by the Board of Directors. All such Quarterly Reports reporting No Significant Changes must be ratified by the Board of Directors at its next meeting, but in any event no later than the annual meeting.

ARTICLE 9 – FISCAL YEAR AND FINANCIAL AUDITS

SECTION 9.1 Fiscal Year. The fiscal year of the Corporation shall be the period ending on June 30 of each year.

SECTION 9.2 Financial Audits. After the close of each fiscal year, the Corporation shall cause a financial audit of its accounts and records to be conducted by an Independent certified public accountant if required by Section 1004.28, Florida Statutes, as amended or supplemented, or other applicable provisions of law, and in accordance with any

applicable rules promulgated by the Auditor General of the State of Florida pursuant to Section 11.45, Florida Statutes, as amended or supplemented, or other applicable provisions of law. The Corporation shall provide any copies of its audit reports, together with its federal Application for Recognition of Exception (form 1023) and its Form 990, Return of Organization Exempt from Federal Income Tax, to such persons as may be required by applicable laws of the State of Florida. Notwithstanding anything herein to the contrary, the identity of donors who desire to remain anonymous shall be protected, and that anonymity shall be maintained in the audit reports so produced, to the full extent permitted by the provisions of applicable Florida law.

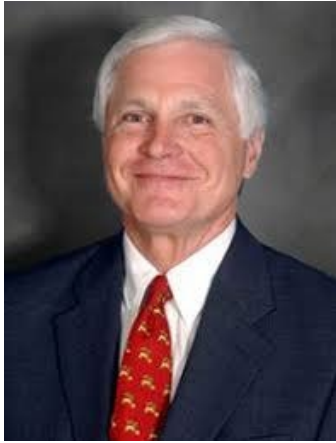
ARTICLE 10 – EMPLOYEES

Any person employed by the Corporation shall not be considered an employee of the State of Florida or an employee of the University solely by virtue of the person's employment by the Corporation. The Corporation shall provide equal employment opportunities to all persons regardless of race, color, religion, gender, age or national origin.

ARTICLE 11 – PARLIAMENTARY RULES

The most recent edition of "Roberts Rules of Order" shall be followed in conducting the meetings of the Board of Directors, unless otherwise provided in these bylaws.

UWF Business Enterprises, Inc.
New Board Member Bios



C. Ray Jones

C. Ray Jones is a native of Rockingham, North Carolina. Following graduation from the University of North Carolina, he received a commission in the U.S. Navy through NROTC and completed Supply Corps School. He is a combat veteran in the "Brown Water Navy" in Vietnam.

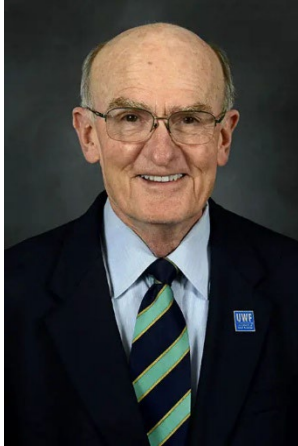
His Navy obligation completed, he joined the Navy Exchange System in Yokosuka, Japan, next served in the home office then in Brooklyn, New York. He later became the district manager in Pensacola for the Gulf States Region that included all Navy bases in west Florida, Louisiana and Mississippi—with annual sales exceeding \$100MM. He developed all of the current Navy Exchange facilities in the region (retail stores, service businesses and hotels), including the sitting/construction of the Navy Shopping Mall in Pensacola.

He earned an MBA from the University of West Florida in 1978.

Following retirement, Ray opened a financial and investment business that included the development of the Suburban Extended Hotel in Pensacola.

Ray is married to Hilda Jones (45 years) and they have two children: Alyson—Director of Dance at Rio Hondo College in Whittier, California, and Megan—U.S. Consul in Venice, Italy.

In the community, he helped establish the Ever'Man Food Co-op, served as President of Creative Learning Academy, President of the North Hill Preservation Association, President of the Japan–America Society, and currently serves as Treasurer of Christ Episcopal Church, Vice-President of the UWF Foundation and Chair of its Investment Committee, Pensacola Architectural Review Board, the Rotary Club of Pensacola (Paul Harris Fellow), and Treasurer of The Global Corer.



Dick Baker

Dick Baker has been involved with real estate development and banking for most of his career.

He has had a great love for UWF since before 1990, and not just because he met his wife Laverne there when she was with University Advancement. It is also because it is so vitally important to the economy and people of the Northwest Florida region. He enjoyed serving with the UWF Foundation, co-chairing its capital campaign, being a Foundation Fellow and serving on many of its committees over the years. As he joined the board of trustees, he was and is especially thrilled to be working with so many people he has long-admired and worked with in the past and now.

He is a past chair of the Pensacola State College Trustees, has served in several volunteer and leadership capacities in economic development and tourism for Escambia and Santa Rosa counties, and has had a long affiliation with the Institute of Human and Machine Cognition

Surrounding some Navy service, he received degrees at the University of Florida and the University of Pennsylvania in business.



Autumn Beck-Blackledge

Autumn Beck Blackledge has been practicing law for over two decades and started her own firm in 2014, practicing exclusively in Marital and Family law. She is a Pensacola native and graduate of Tate High School and Florida State University and FSU College of Law.

Autumn is admitted to practice in Florida (since 2001), and is admitted to practice in all Florida Courts the Northern District Federal Court and the 11th Circuit Court of Appeals. Most recently, she was admitted to practice before the United States Supreme Court, District of Columbia Court of Appeals and is a member of the District of Columbia Bar Association. She is also Florida Supreme Court Certified Circuit Court Mediator and Certified Collaborative Divorce Attorney. She is routinely selected for the prestigious Super Lawyers Rising Stars (3 years running), Top 40 Under 40, Legal Elite by Florida Trend, a five-time Seminole 100 Honoree from Florida State University, and a 2022 Pinnacle Award Winner by 850 Magazine. Autumn

is also nationally recognized in other designations for her commitment to clients and legal skills as well as local awards for her leadership and community service to the Pensacola Area such as Pensacola 100 Power List, Rising Stars, and Best Attorney on the Coast.

Autumn has worked in private practice on both as both plaintiff and defense counsel in the areas of insurance defense, plaintiff's personal injury, contract disputes, sexual harassment, and other workplace issues and was a lobbyist in Tallahassee and political blogger prior to her current focus area of Family Law. Her professional background is diverse, providing an extensive variety of skills and experiences from which to draw on while representing clients in the emotionally devastating and complex issues surrounding divorce and custody. Autumn's memory and ability to synthesize information to tell the story of her client's family and case is perhaps her greatest strength. Autumn is in her element when navigating high conflict and complex family law cases because of her diverse background and legal ability. Autumn's practice is focused on a concierge level of client care which will help guide her clients in all aspects.

Autumn is a published author of a humorous cookbook, Skinny Ninnie's Kitchen, which retells the stories of 4 generations of Southern living and comfort food as well as the author of a variety of published articles on various family law topics. Autumn is active in the community and has a gift for networking and community fundraising and serves on various community boards including Sacred Heart Hospital Foundation and Pensacola Little Theater. She is most proud of her own family, her husband Peyton and their 5 children, Ashton, Irelyn, Ella, Bryre and Cov.

**Board of Trustees
Full Board Meeting
April 23, 2026**

2025-2026 President's Self Evaluation

Recommended Action:

Informational, no action necessary.

Background Information:

The Board of Trustees is responsible for assessing the President's performance, goals and compensation.

Annual Performance Evaluation Timeline

1. On or before May 1 each year, the President shall initiate the annual review process for the fiscal year ending on June 30 of such year by preparing a self-appraisal of performance as President for submission to the Board Chair and evaluation by the Committee, and then for submission to the Board.

Implementation Plan:

N/A

Fiscal Implications:

N/A

Relevant Authority:

University Policy BOT-14-14.01-06/17 Presidential Evaluation Policy

Supports Strategic Direction(s):

This item supports all seven Strategic Directions.

Documents:

1. President's 2025-2026 Self-Evaluation

Prepared by:

Kristie Johnson, BOT Liaison, kjohnson8@uwf.edu

Presenter:

President Manny Diaz, Jr.

**Board of Trustees
Full Board Meeting
April 23, 2026**

University of West Florida Police Department Update

Recommended Action:
Information Item

Background Information:
This update will provide the Board with an overview of recent activities, police programs, and accreditation with the Commission for Florida Law Enforcement.

Implementation Plan:
Provide an overview of the current project status and highlighting key milestones achieved.

Fiscal Implications:
None

Relevant Authority:
Informational

Supports Strategic Direction(s):
Strategic Direction 2: Employee Success
Strategic Direction 6: Operational Excellence

Documents:

1. Police Department Update Presentation
2. Run, Hide, Fight: <https://youtu.be/jwHZRrYko3Y?si=dMEg-V05Q0Rjur77>

Prepared by:
Tiffany Nisewonger, Executive Assistant, Finance & Administration Vice President's Office,
tnisewonger@uwf.edu, 850-474-2209

Presenter:
Cass Boatwright, Chief Operating Officer, cboatwright@uwf.edu, 850-474-2007



UNIVERSITY *of*
WEST FLORIDA

Police Department Update

Cass Boatwright, Chief Operating Officer
Division of Finance and Administration

Recent Activities

- Active Assailant Video, ***UWF Run Hide Fight***, in partnership with the Department of Emergency Management and WUWF Public Media
- GEN 6 GLOCK PISTOLS with RED DOT OPTICS and TLR7 LIGHTS installed as a package
- Policy Changes
- Camera Pilot System
- Uniforms

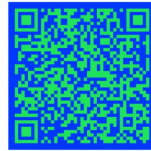
Police Programs

- Interagency Critical Incident Agreement with ECSO
- Increased Traffic Enforcement resulting in decreased traffic complaints
- Gear Guard
- Increased use of social media platforms

Activities & Programs

UWF GEAR GUARD

Safeguard Your Assets



Register Today!



SOCIAL MEDIA STATS

Jan 1 – Mar 26, 2026

^14.6K%

From the same
period last year

230.7K.... Views

3.2K..... 3-second Views

5.9K..... Content Interactions

51,834.... Accounts Visited
at least one time



UNIFORMS

February 19, 2026

- Achieved reaccreditation from the Commission for Florida Law Enforcement Accreditation through 2029
- 253 standards were reviewed
 - 62 were not applicable
 - 173 were found in compliance
 - 0 were out of compliance
- UWF was favorably reviewed, achieving the highest quality standards

